

ADMINISTRATION

Assistant Principals

A. Primary Function

An assistant principal is responsible for assisting the school principal in the coordination, supervision, and management of the school program and operation.

B. Evaluation

The School Board shall adopt for use by the Superintendent clearly defined written criteria for a performance evaluation process for principals, assistant principals, and supervisors that are consistent with the performance standards set forth in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents as provided in Virginia Code § 22.1-253.13:5, as amended, and that includes, among other things: an assessment of such administrators' skills and knowledge; student academic progress and school gains in student learning; and effectiveness in addressing school safety and enforcing student discipline. Principals and assistant principals who have achieved continuing contract status shall be formally evaluated at least once every three years and evaluated informally at least once each year that they are not formally evaluated. Probationary principals and assistant principals shall be evaluated each school year.

The Superintendent shall consider such evaluations, among other things, in making employment recommendations to the

School Board pursuant to Virginia Code § 22.1-293, as amended.

C. Duties and Responsibilities

The School Division's job description for the position of assistant principal further describes the essential tasks of and work performed by assistant principals. School principals shall assign duties and responsibilities for the assistant principal(s) in their respective schools.

D. Authority in Absence of Principal

Assistant principals shall, in the absence of the principal, act as the executive officer of the school, assume responsibility for the operation of the school, and make any necessary emergency decisions involving students, teachers, or other personnel. When there is more than one assistant principal in a school the principal shall designate the one who shall act as the executive officer in his or her absence.

Legal Reference

Code of Virginia § 22.1-293, as amended. School boards authorized to employ principals and assistant principals; license required; powers and duties.

Code of Virginia § 22.1-294, as amended. Probationary terms of service for principals, assistant principals, and supervisors; evaluation; reassigning principal, assistant principal, or supervisor to teaching position.

Code of Virginia § 22.1-253.13:5, as amended. Standard 5. Quality of classroom instruction and educational leadership.

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| Reviewed by School Board: 2023