

ASSISTANT PRINCIPAL

I. General Description of Assignment

- A. The assistant principal serves as the assistant educational leader of the school with responsibilities delegated by the principal.
- B. In the absence of the principal, the assistant principal serves as the principal.

II. Responsibilities

- A. Assists in the operation of the school in accordance with state and federal laws and within District policies and regulations.
- B. Provides leadership in the development, implementation and assessment of the budget, curricular and instructional programs.
- C. Provides leadership in the coordination of student attendance, discipline and activities, including supervision of extracurricular activities.
- D. Assists the principal in the evaluation of personnel in accordance with the District's procedures.
- E. Provides leadership in district, parent and community relations.
- F. Provides leadership in the mechanics of the safe, efficient operation of the facility.
- G. Provides leadership in the responsibility for the management and supervision of the school's daily operation.
- H. Assumes other duties as assigned at the site and/or district-level.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

III. Supervision Responsibility

- A. Site Level
 - 1. Responsible to the principal.
 - 2. Supervises and evaluates staff as assigned by the principal.
- B. District Level
 - 1. Responsible to the Superintendent or designee.

IV. Minimum Qualifications

California credential authorizing administrative service.

Legal Reference: California Education Code, Section 35291
Policy Adopted: May 4, 1993