

<b>Title:</b>	Assistant Principal
<b>Qualifications:</b>	Type 75 Certificate/Endorsement required; Experience preferred
<b>Term Of Employment:</b>	Twelve months
<b>Reports to:</b>	Principal
<b>Position Summary:</b>	Major responsibility for the efficient administration of student discipline and attendance, consistent with policies of the Board of Education.

### **Position Responsibilities**

1. Develops and implements policies and procedures to effect positive student behavior and attendance in the school including the Alternative Program.
2. Supervises attendance and student accounting procedures and provides leadership in developing and implementing related practices.
3. Assists in the interpretation of school and District programs, policies, and procedures to students, parents, staff and community.
4. Confers with and provides guidance and counseling to students, parents and teachers on matters relating to student behavior and attendance.
5. Makes recommendations for appropriate revisions of policies and rules affecting student life in school.
6. In conjunction with the Student Assistant Coordinator, recommends practices designed to maintain safe, healthful school facilities.
7. In conjunction with the Student Assistant Coordinator, assists in developing and administering practices dealing with campus control and security.
8. Maintains accurate records of student disciplinary actions.
9. Works with counselors, social workers, nurses, and teachers in all areas of Student Services.
10. Leads and participates in the coordination, implementation and supervision of co-curricular activities.
11. Provides leadership and support to staff that handle hall, cafeteria, bus, and other types of student supervision.
12. Supervises and assists in planning and implementing the annual Student Processing Days and activities.
13. Appraises and evaluates certified staff, and consults with the Principal in the appraisal and evaluation of certified staff in the area of student behavior management.
14. Participates in the development and implementation of school practices in all areas as a member of the Building Administrative Team.
15. Shares responsibility with Division Chairs for the summative evaluation of certified staff.
16. Serves as administrative liaison to the Special Education Department.
17. Serves on the Student Achievement Team (SAT).
18. Serves as a liaison to local police departments.
19. Serves as the District's truancy official.
20. Facilitates and promotes alternatives to suspension programs in conjunction with the Student Services Division.
21. Develops and implements the annual budget for the Assistant Principals' Office.
22. Organizes and manages administrative duties including but not limited to fee waivers, assemblies, processing, parking, homebound tutoring, emergency procedures, etc.
23. Annually reviews and revises the Student Handbook.
24. Administers the Student of the Month Program.
25. Assists Directors of Summer Programs with attendance and discipline issues as scheduled.
26. Supervises, appraises, and evaluates Classified/Non-Contractual staff:
27. Performs other duties as assigned by the Associate Principal and/or Principal.