

## ASSISTANT PRINCIPAL

AD11

### QUALIFICATIONS:

He or she shall have a minimum of four years of successful classroom teaching experience prior to appointment as an Assistant Principal.

He or she shall qualify for the Colorado School Administrative License.

TERM OF EMPLOYMENT: Annually as approved by the Board of Education.

### DUTIES AND RESPONSIBILITIES:

- Assistant Principal shall administer the policies of the Board of Education and rules and regulations of the school system under the direction of the school principal and superintendent of schools, as they apply to this position.
- The Assistant Principal shall give special attention to the attendance of students and to carry out school policy concerning attendance procedures.
- The Assistant Principal shall give special attention to the improvement of student behavior and control in carrying out school policy concerning discipline procedures. The Assistant Principal shall initiate and conduct teacher-student-parent conferences on attendance, discipline and other related matters as necessary.
- The Assistant Principal shall keep parents, teachers, and principal informed of disciplinary cases and actions taken in these cases and shall also report to the principal and superintendent of schools actions taken where it is deemed necessary.
- The Assistant Principal shall have the authority to suspend students for cause up to a maximum of five school days.
- The Assistant Principal shall keep the principal fully advised as to the conditions and needs in the area of attendance and behavior of students.
- The Assistant Principal shall assist in supervising extra curricular activities and events.
- The Assistant Principal shall assume the responsibility of the principal in the principal's absence.
- The Assistant Principal shall perform such other duties as the principal and/or superintendent of schools may direct.

## **ASSISTANT PRINCIPAL**

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- The Assistant Principal shall have the authority to delegate duties to other staff, but the ultimate responsibility for the duties lies with the Assistant Principal.

**SALARY:** Determined by placement on salary schedule as approved by the Board of Education.

**RESPONSIBLE TO:** Building Principal

**EVALUATION:** As specified in Policy GCOC and appropriate rules and procedures.

Revised      January, 1986  
                  December 2007