

**PROFESSIONAL STAFF POSITIONS
(Middle School Assistant Principal)**

Appointment

1. The annual period of service shall be 215 working days.
2. The assistant principal's immediate supervisor is the middle school principal.

Duties

1. He/she shall be directly responsible for the administration of the middle school student discipline program.
2. He/she shall consult with the principal concerning important school business for which there is no policy or precedent before making a decision or adopting a course of action.
3. He/she shall assist the principal in the development of the middle school class schedule.
4. He/she shall assist the principal in other administrative duties as directed.
5. He/she shall keep the principal advised of pertinent matters concerning the re-employment, evaluation, assignment, and dismissal of personnel.
6. He/she shall assist the principal in the system of pupil accounting which shall include registration, attendance, tardiness, permanent records, report cards, and any other records.
7. He/she shall submit recommendations to the principal with respect to school activities, progress, and status of the middle school.
8. He/she shall assist the principal in the inventories of equipment, supplies, and books and their renovation. He/she will also assist the principal in making recommendations for any building maintenance and renovations that may be necessary.
9. He/she shall keep informed concerning educational progress by visiting other middle schools, circulating questionnaires, attending state and national meetings, workshops, and short courses, and by reading and studying educational literature.
10. He/she may participate in any student staffings that require an administrator to be in attendance.
11. He/she shall supervise and recommend employment of the lunchroom monitors.