

**ASSISTANT PRINCIPAL - SENIOR HIGH SCHOOL, MIDDLE SCHOOL**

The operational responsibilities shall include but not be limited to the following.

The assistant principal:

**A. GENERAL**

1. Works directly with student body advisor and assists in providing direction for the student body government.
2. Supervises the control of student parking, parking lots, and use of motor vehicles on the campus.
3. Provides adequate supervision for school social functions and athletic activities.
4. Organizes and supervises the school safety program as it relates to fire, disaster, civil defense, and other hazards.
5. Assists in the general administrative and educational leadership of the school as directed by the building principal.
6. Coordinates and supervises the student attendance accounting services.
7. Assists in the development of the master schedule.
8. Develops and implements, with the assistance of the principal, reasonable student rules and regulations and is responsible for their enforcement.
9. Assists the principal in analyzing, implementing, and evaluating the curricula offerings.
10. Conducts parent conferences as related to student adjustment problems.
11. Assists the principal in the evaluation of the school's instructional program.
12. Assists in the evaluation of certificated and classified personnel.
13. Assumes responsibilities of principal in the absence of the principal.
14. Coordinates and supervises the schools disaster preparedness plan as it relates to the school campus.
15. Develops, implements and supervises a procedure for grounds control during the school day.
16. Assists other staff members in the supervision of student activities.
17. Performs other duties as assigned by the principal.