

## **JOB DESCRIPTION - High School Assistant Principal**

### **Appointment**

1. The annual period of service shall be 260 working days.
2. The assistant principal's immediate supervisor is the high school principal.

### **Duties**

1. He/she shall be directly responsible to the principal for fulfillment of assigned duties.
2. He/she shall assist the principal in the administration, supervision, and general progress of the school. In the absence of the principal, the assistant principal shall be responsible for the administration, supervision, and general progress of the school.
3. He/she shall be directly responsible for the administration of the high school student discipline program.
4. He/she shall be responsible for the keeping of records of student attendance and for making annual records relative to school attendance.
5. He/she shall assist with the preparation of the school master schedules and shall be directly responsible for the class scheduling of individual students.
6. He/she shall keep abreast of current educational practices by reading and studying current literature, by visiting other educational institutions, by workshops or short courses, by attending state or national meetings, or by any other means.