

SECTION 215 SECONDARY ASSISTANT PRINCIPALS

The Secondary Assistant Principal shall:

1. Meet the certification standards of the Wisconsin Department of Public Instruction.
2. Be able, as a member of the management team, to work effectively and objectively with students, parents, teachers and all public agencies in representing the school district and furthering the goals of education.
3. Assist and be directly responsible to the assigned school's principal in the discharge of the duties listed herein:
  - a. Operation of the assigned school in the event of the principal's absence.
  - b. Truant officer and supervisor of student attendance for the assigned school, including development of policies that will assure good attendance by working closely with teachers and parents; submitting monthly reports on attendance and tardiness to the principal; discussing monthly, with teachers and parents, students who have developed an absentee pattern; and notifying by letter the parents of students who have attendance problems.
  - c. Supervision of the school's student discipline, including the making of decisions relative to detentions and suspensions; discussions with the principal regarding the chronic offender and the course of action to be taken.
  - d. Supervision of the school's student activities during the school day and after school hours.
  - e. Evaluation and supervision of the school's staff as assigned.
  - f. Scheduling of school activities, facilities, and staff.
  - g. Supervision of K-12 curriculum area(s) as assigned.
  - h. Development and implementation of an appropriate school in-service program.
  - i. Planning, both long and short range, for the improvement of the school's educational program.
  - j. Development and implementation of the school budget.
  - k. Direction of students who are having problems at school and desire some assistance to the guidance department or other supportive services.
  - l. Securing substitutes as needed.
  - m. Making necessary home visits.
  - n. Handle discipline problems referred by teachers, aides, parents, or bus drivers.
  - o. Fill in for a classroom teacher's absence when necessary.
  - p. Such other duties as may be assigned by the principal, district administrator or school board.

Approved - Nov. 14, 1983  
Revised - June 2, 1997