

ASSISTANT PRINCIPAL

The Board of Trustees hereby establishes a class of positions titled, Assistant Principal. The general title of Assistant Principal may be modified as recommended by the Superintendent to indicate the specific assignment and duties to be performed on the individual's particular campus.

The role of the Assistant Principal shall be to assist the school principal in the administration of the campus to which he/she is assigned by performing the duties of the position as specified and/or delegated by the principal. During an absence of the principal, or when the office of the principal is vacated, a specified Assistant Principal shall be responsible to the Superintendent for the functions and responsibilities of the principal.

The principal of each school shall be responsible for developing and maintaining an up-to-date job description for each Assistant Principal's position on his/her campus. Copies of these job descriptions shall be sent to the Superintendent no later than the opening day of each school year. When revisions are made during the school year they shall be sent to the Superintendent within two school weeks following such change.

Reference: Education Code Sections 35020, 35035

Policy adopted: February 6, 1978