

ASSISTANT TO THE PRINCIPAL UNION/DR GAUL

Examples of responsibilities include but are not limited to:

1. Attendance at all K-6 and 7-8 staff meetings (takes and distributes minutes)
2. Attends School Board meetings in absence of Principal
3. Attends PTA and other parent community meetings, as assigned
4. Is administrative representative at K-6 and 7-8 Pupil Evaluation Team meetings
5. Attends extra-curricular activities, as appropriate
6. Assists in daily operation of the school
7. Assists in organizing an "after school program" for students
8. Assists in K-8 fund-raising
9. Assists in developing short and long range goals and objectives
10. Assists in all facets of International Day/Week
11. Assists in Affirmative Action concerns
12. Assists with transportation issues
13. Assists with behavioral issues
14. Assists with Team meetings at middle school level
15. Assists with yearly budget preparation