

SCHOOL PRINCIPALS/BUILDING ADMINISTRATORS**Assistant Principal, Medomak Valley High School**

The Medomak Valley High School Assistant Principal shall be responsible to the Principal, and shall:

1. Enforce laws and policies in matters of student behavior, conduct hearings within the confines of due process, contact and confer with parents, principal or guidance counselors if deemed advisable, suggest ideas for behavior improvement, determine the appropriate disciplinary action, assess penalties when necessary and document the incident/evidence in each case
2. Administer attendance procedures, determine whether or not absences, tardies or dismissals are verified or are truancy (in accordance with laws and policies)
3. Represent the administration as a voting member of the Pupil Evaluation Team
4. Attend and supervise various extra-curricular activities
5. Attend various meetings such as department head meetings, full faculty meetings, Board of Education meetings, and other meetings as assigned or necessary
6. Assist with the supervision and evaluation of teaching and support staff
7. Attend parent/teacher meetings in coordination with the guidance staff
8. Oversee office detention procedures and supervision
9. Supervise bus discipline and referrals
10. Be responsible for various physical plant issue i.e., fire drills and procedures, security system, material safety data sheets, etc.
11. Communicate with building personnel on a regular basis regarding daily concerns or student issues
12. Secure substitutes for classroom teachers
13. Assume responsibility of the day-to-day administration of the school in the absence of the principal
14. Perform other duties as assigned by the principal.