

Yorktown Central School District

Proposed Job Description

Assistant Principal

I. General Duties and Responsibilities

1. The Assistant Principal is responsible for and reports to the Principal on the administration, supervision and evaluation of building matters, student discipline, attendance, and other staff and student related activities.

II. Specific Responsibilities

1. Administration and Supervision

- a. Assists with the supervision and evaluation of instructional and non-instructional staff.
- b. Assists with the development, implementation and evaluation of curriculum and instruction.
- c. Assists with the development and implementation of the master schedule.
- d. Coordinates the supervision of student teachers and substitute teachers.
- e. Coordinates the supervision of the cafeteria, halls and grounds.
- f. Coordinates the supervision of students at athletic, social and other related functions.

2. Student Discipline

- a. Implements and maintains rules of conduct.
- b. Processes student referrals in a timely manner.
- c. Informs parents via telephone, written correspondence and/or parent conference of student's infractions.
- d. Monitors student behaviors.

- e. Keeps staff informed of student outcomes.
- f. Supervises the In-School suspension program.
- g. Coordinates the additional support services when necessary.

3. Attendance

Supervises the attendance of all students in accordance with the provision of Article 65, Compulsory Education Act, district policies and procedures.

4. Student Activities

Is responsible for supervising all organized in-school and extra-curricula student activities.

- a. Coordinates all student government activities.
- b. Coordinates all non-athletic student activities.
- c. Monitors and maintains records of class and extra-classroom activity funds.
- d. Maintains a calendar of events.
- e. Coordinates and arranges transportation related to school activities.
- f. Arranges for adequate supervision of all student events.
- g. Arranges for annual awards program.
- h. Supervises the assignment of student lockers.
- i. Coordinates the free/reduced lunch program.

5. Records Management

- a. Implements and maintains a system to record, monitor and report student tardiness and attendance.
- b. Maintains student discipline folders.
- c. Implements/maintains a management system to record and monitor in-school and out-of-school student suspensions.

- d. Assists in maintaining other administrative-related records.

III. Duties and Responsibilities

1. Other Responsibilities

- a. Arranges and conducts fire and other emergency drills.
- b. Arranges for the distribution, collection and inventory of textbooks and supplies.
- c. Supervises the annual inventory of media equipment, musical instruments, furniture and other equipment.
- d. Develops and administers the mid-year and final examination schedule.
- e. Supervises the building in the absence of the Principal.
- f. Performs other such duties as assigned by the Principal.