



## **Policy Manual – Human Resources**

### **H.T.20 Assistant to the Principal – Elementary School Position PROCEDURES**

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#### **PROCEDURES**

**The Assistant to the Principal – Elementary School position is an extension of the Elementary Principal Intern Program.**

#### **Duties & Responsibilities**

Under the direction of the Principal, the Assistant to the Principal will:

1. assist in the proper functioning of the school;
2. assist in the maintenance of a positive climate; and,
3. be aware of and perform administrative tasks.

#### **Authority**

The Assistant to the Principal shall:

1. have the authority as delegated to him/her by the Principal; and,
2. replace the Principal in his/her absence.

#### **Relationships**

The Assistant to the Principal shall:

1. report directly to the Principal on all matters;
2. consult with appropriate Board personnel when directed to do so; and,
3. maintain effective communications with colleagues within and outside the system (networking).

#### **Other Functions**

In addition to the responsibilities outlined, the Assistant to the Principal shall have the following duties:

1. demonstrate active participation and involvement in the decision making process of the Principal;
2. assist in the preparation of annual reports related to budget and inventory as required;
3. direct and assist staff members in the performance of their duties; and,
4. assist staff in the achievement of the school's vision and goals, as outlined in the School Improvement Plan.

#### **Standards of Performance**

The Assistant to the Principal shall be evaluated according to the Teacher Performance Appraisal document and according to expectations set by the Principal.