

RED HOOK CENTRAL SCHOOL DISTRICT

JOB DESCRIPTION: ASSISTANT PRINCIPAL

The Assistant Principal shall report directly to the building Principal. Duties shall include:

- Assist the Principal with the following tasks:
 - Observation and evaluation of professional staff
 - General curriculum development
 - Planning and conducting staff development activities
 - Budget preparation
 - Teacher and student scheduling
 - Maintain a public relations program (news releases, student publications, reports to parents, reports to Board)
 - Student discipline and attendance
 - Administration of the State and District standardized testing program
 - Supervision of extra-curricular activities (classes, projects, clubs)

- Independent assignments under the supervision of the Principal:
 - Facilitate BEDS data collection
 - Review teachers' lesson plans
 - Coordinate assemblies and field trips
 - Complete annual LEP report

- Attendance at meetings and school events
 - Board of Education
 - Faculty
 - PTSO
 - Concerts, plays, parent nights, open house
 - Conferences and workshops

- Assume the duties of the Principal during his or her absence

- Assume other duties or assignments deemed necessary by the Principal