



POLICY SECTION 520: Role of the Assistant Principal

POLICY

The Ahkwasahsne Mohawk Board of Education recognizes that Assistant Principals provide varied administration and replace or represent the Principal in his/her absence. The position of the Assistant Principal can also serve as a valuable training opportunity for prospective principals and system administrators.

GUIDELINES

1. The Ahkwasahsne Mohawk Board of Education may create an Assistant Principal position in a school when the Board feels that such a position will improve the administration being provided and the quality of educational programs and services to students.
2. The appointment of an Assistant Principal shall be by the Board in consultation with the Director of Education and the School Principal.
3. Duties of the Assistant Principal shall be defined by the Principal but shall include:
 - a) Replacing the Principal during his/her absence;
 - b) Such administrative tasks as may be delegated or shared with the Principal;
 - c) Such supervisory tasks as may be delegated by the Principal.

The Principal shall provide the Assistant Principal with:

1. A statement of duties and responsibilities to be assigned to the Assistant Principal(s). A copy of the statement shall be provided to the Director of Education by September 15th of each school year.
2. Such non-instructional time as is feasible and required in light of the Assistant Principal's duties and in view of the total staff allocation and school programs.
3. Annual evaluative statements indicating the Principal's satisfaction or dissatisfaction with the Assistant Principal's efforts and accomplishments, together with a review of the duties to be undertaken during the succeeding year. A copy of the evaluation shall be provided to the Director of Education