

Sparta Area School District

Article 207 - Specifications for the Assistant Principals

The classification of Secondary School Assistant Principal refers to the assistant principals for the middle school and high school.

Selection and Status – Secondary School Assistant Principals shall be contracted by the Board of Education. The terms of the contract shall be congruent to state statutes and include length, salary and benefits, and shall be set by the Board of Education.

The assistant principals shall be certified by the Wisconsin Department of Public Instruction for the position.

The assistant principals are directly responsible to the respective middle school or high school principal, with duties and guidelines to be set by the board and principal.

The assistant principals shall:

1. Be responsible for student attendance. Enforce board policy on truancy and develop or continue such policies that will assure good school attendance.
2. Aid in the supervision of the total student activity program.
3. Promote a positive learning environment by enforcing school and district policies concerning student conduct.
4. Serve as the Principal in the absence of the Principal.
5. Evaluate and supervise staff as directed by the Principal. Maintain certification in the district's evaluation system for certified staff.
6. Promote a positive relationship between the school and community. This includes, but is not limited to, ensuring parent and community involvement in decision-making and school activities, promoting student and staff involvement in activities that benefit the community, and communicating student and staff achievements to the public.
7. The Assistant Middle School Principal may be assigned responsibilities related to the organization and supervision of co-curricular activities at the middle school level.
8. Will be required to complete DPI approved training in the administration of prescription and non-prescription medication. May be required to administer prescription and non-prescription medication to students in accordance with approved district procedures.
9. Other duties as assigned.

Legal Reference: Wisconsin Statutes Section 118.24
Section 121.02 (1)

Cross Reference: Article 163 – Administrative Evaluations and Contracts
Article 201 – Structure and Flow of Responsibility
Article 210 – Specifications for Activities Director
Article 501 – Student Attendance

Approved:

Revised: July 26, 2005
May 18, 2010
June 27, 2017