

Position Guide Dawson County School System

Title:	
High School Assistant Principal for Discipline	
Date Approved:	Date Revised:
8/9/82	6/11/01
Reports To:	Terms of Employment:
High School Principal	11 months
Supervises:	Pay Schedule/Grade:
The school in the absence of the principal.	State + Admin. Supplement
	Descriptor Code:
Qualifications:	
Master's Degree Leadership certification in Administration and Supervision	

Superintendent



High School Principal



**High School Assistant Principal
For Discipline**

Performance Responsibilities:

- Assists the principal in the direction and supervision of the various activities of the school, including duty rosters, facility inspections, locker procedures, registration, etc.
- Enforces the policies concerning student discipline and make annual evaluations concerning any changes or modifications that should be made to those policies and/or procedures.
- Assists the principal in making sure that the school handbook is comprehensive in its scope as it relates to student discipline.
- Assists the principal in preparation for and participation in Disciplinary Hearing Tribunals.
- Assists the principal with GTOI evaluations.
- Serves as the Equity in Sports Coordinator for the high school and comply with all rules and regulations required by this law.
- Makes recommendations for improvements and/or changes that should be made to the Code of Conduct and Discipline Procedures for the system.
- Supervises student activities, assemblies, and extracurricular activities during time assigned as assistant to the principal.
- Works cooperatively with all members of the administration of the system.
- Supervises the school in the absence of the principal.
- Communicates daily with the school principal regarding each area of responsibility.
- Assume all other duties as assigned by the principal or designee.