

**ST. JOHN THE BELOVED
905 MILLTOWN ROAD
WILMINGTON, DE 19809
(302) 998-5525**

**POLICIES AND PROCEDURES
ASSISTANT PRINCIPAL**

Job responsibilities of the Assistant Principal fall into three major domains:

- Academic Dean
- Disciplinarian
- Assistant to the Principal in overall administration of the school

Academic Dean

- Monitor student grades and teacher grade books
- Print and review all mid-trimester, trimester and end of year report cards
- Serve as a PowerSchool coordinator for student information and academic records
- Send letters and schedule conferences with parents of low performing students
- Supervise and observe grade 5-8 teachers in addition to computer/STEM, PE, and Spanish teachers
- Conduct orientation for new teachers in conjunction with the Principal
- Coordinate and supervise Title I funds with appropriate school district personnel
- Coordinate outside tutoring and summer remedial requirements
- Meet twice yearly with each 8th grade student to set and monitor academic and spiritual goals
- Assist with high school application process (recommendation for each 8th grade student)
- Schedule and train lectors for school liturgies and prayer services
- Study Star results (4 Tests per year in ELA and Math) and work with instructional coach to secure Title I tutoring and academic support for students
- Supervise student academic grouping procedures
- Serve as chairperson for major school reporting: Middle States, Blue Ribbon, Strategic Plan
- Coordinate and implement professional development initiatives

Disciplinarian

- Maintain all discipline records: discipline warnings (grades 3-5); demerits and conduct referrals (grades 6-8), and suspensions
- Coordinate detention schedules
- Write conference reports during parent/teacher meetings surrounding behavioral issues
- Interface with teacher and parents when a student harms a classmate and is sent home

Additional Duties

- Prepare Weekly Memo for faculty and staff (in coordination with school (principal))
- Assist the Principal in overall administration of the school

- Assume responsibility for the total school in the absence of the Principal
- Attend meetings, as the Principal's representative, when deemed necessary
- Assist the Principal during Open House and school events
- Assist the Principal with planning for team leader and faculty meetings
- In collaboration with the Principal and a committee of faculty members, create the yearly school calendar
- Anything assigned by the Principal for the smooth operation of the school
- Coordinator of annual review of Parent-Student Handbook and Faculty Handbook
- Serve on the Crisis Management team for the school
- Coordinator of the 8th grade graduation
- Work in conjunction with the Principal to interview and hire prospective candidates for personnel positions
- Review and contribute to monthly school newsletters distributed to the school community
- Administrative liaison with technology coordinator regarding ClassLink and eRate