

WAUNAKEE COMMUNITY SCHOOL DISTRICT

HIGH SCHOOL ASSISTANT PRINCIPAL

High School Responsibilities

Assistant Principal – 1

- Work with Students on a Rotational Basis*
- 3rd Friday Count
- Attendance & Discipline (9-10)
- Attend Staffings/Individualized Education Program (IEP)
- Oversee Non-Athletic Co-curriculars
 - Music
 - Drama
 - Forensics
 - Mock Trial
- Parking Permits and Enforcement
- Class Officers
- Field Trips
- Orientation Activities
- Prom/Homecoming Planning
- HS Parent Advisory Committee
- Attend Department Chair Meetings
- Graduation Planning
- Master Scheduling
- Supervision & Evaluation of Staff
- Handbook Development
- Co-curricular Supervision
- Attend Student Services Meetings
- Attend At-Risk Meetings
- Attend Building Rep. Meetings
- Attend Cabinet & Team Meetings
- Plan Emergency/Fire Drills
- Bus Evacuation
- Develop Supervision Schedules for Staff
- Develop Finals Exam Schedule

**Other duties as assigned by the high school principal.*

Adopted: May 10, 1999
Rev: June 7, 1999
October 2006

Assistant Principal – 2

- Work with Students on a Rotational Basis*
- 3rd Friday Count
- Attendance & Discipline (11-12)
- Attend Staffings/Individualized Education Program (IEP)
- Oversee Student Council/Clubs
- Plan Academic Awards Program
- Oversee Responsibility Release Program
- Parking Issues
- Class Officers
- T.I.M.E. Articles
- Orientation Activities
- Plan Assemblies
- Prom/Homecoming Planning
- HS Parent Advisory Committee
- Attend Department Chair Meetings
- Graduation Planning
- Master Scheduling
- Supervision & Evaluation of Staff
- Handbook Development
- Co-curricular Supervision
- Attend Student Services Meetings
- Attend At-Risk Meetings
- Attend Building Rep. Meetings
- Attend Cabinet & Team Meetings
- Plan Emergency/Fire Drills
- Develop Supervision Schedules for Staff
- Develop Finals Exam Schedule

**Other duties as assigned by the high school principal.*

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