



AP 2-104 – ROLES AND RESPONSIBILITIES OF ACTING ADMINISTRATORS

BACKGROUND

The following procedures will be utilized when there is a need to designate an Acting Principal in the absence of the Principal if there is no Assistant-Principal at the school or in the absence of both the Principal and Assistant-Principal in cases where the school has both positions.

This procedure is designed to provide clarity to a teacher regarding the roles and responsibilities if designated to an Acting Principal position.

PROCEDURES

1. Selection Processes
 - 1.1. In circumstances where a teacher be designated as an Acting Principal the Superintendent shall, through the school Principal designate an acting principal.
 - 1.2. The Principal must provide a reasonable allotment of sub release time to the Acting Principal so that they can complete their duties as outlined in section 3.
2. Acting Principal Supports and Principal Responsibilities
 - 2.1. The Principal must make the Acting Principal aware of emergency response procedures in the event of an emergency prior to the commencement of their assignment.
 - 2.2. The Principal must provide the Acting Principal with phone contact information of where they can be reached on the day(s) of the assignment.
 - 2.3. The Principal must, if pre-planning permits, attempt to minimize the additional duties expected of the Acting Principal beyond those understood to be emergent and necessary on the assigned day(s).
 - 2.4. The Principal is encouraged to provide informal training and assistance to the Acting Principal(s) to ensure they are fully aware of their responsibilities.
3. Acting Principal Responsibilities
 - 3.1. Subject to such modification as is reasonable under all the circumstances carry out the role of the principal.
4. Teacher Responsibilities When an Acting Principal is Assigned
 - 4.1. Manage as much student discipline as possible from their classroom.
 - 4.2. Be as vigilant as possible regarding hallway and outside supervision.
 - 4.3. Work collaboratively with the Acting Principal in the event of an emergency or any other emergent management or disciplinary matter.

Adopted: August 2009