

**School Administration****Individual School Administration and Supervisory Personnel****Assistant Principals**

An Assistant principal may be assigned to serve as an administrative assistant to the high school principal and/or middle school principal. The assistant principal shall perform certain specific responsibilities as determined by the building principal under whose direction he/she serves, and shall assume the duties of the building principal in the event of his/her absence.

Assistant principals shall hold appropriate administrative certification as required by the Department of Public Instruction and shall be appointed by the Board, upon recommendation of the Superintendent of Schools. The length of the individual contract shall be for a term of one to two years and shall be established upon the recommendation of the Superintendent of Schools. The terminating date of the contract shall not exceed that of the building principal to which he/she is assigned.

**Legal Reference:**                    **Section 118.24 Wisconsin Statutes**

**Policy Approved:**                **August 19, 1987**

**Policy Revised:**                 **November 26, 2012**