



## Administration – Administrative Employees

### **Policy Title: Associate/Assistant Principal Qualifications, Appointment, and Responsibilities Code 303.6**

In order to assist the superintendent in carrying out the responsibilities of their office and at the recommendation of the superintendent and building principals; the board may appoint, as need is established, one or more associate/assistant principals to perform such duties as assigned by the building principal.

An associate/assistant principal must have the following qualifications:

1. A master's degree from an accredited institution;
2. The necessary licensure requirements as required by the Iowa Board of Educational Examiners; and
3. Sufficient educational background and experience to merit recommendation by the superintendent.

Associate/assistant principals will perform all the duties and activities as designated by the building principal and superintendent subject to the policies of the board, the Code of Iowa, federal law, and negotiated contracts.

The superintendent and building principal shall review the functions of the associate/assistant principals on an annual basis.

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Adopted: 6/70

Reviewed: 4/13; 12/16; 11/19

Revised: 12/10; 11/11; 8/14

Related Policy (Code #): 300.1; 301.1; 303.1-3; 304.1

Legal Reference (Code of Iowa): §§ 279.8, .21 (2013); 281 IAC 12.4