

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: CFAA

ACTING PRINCIPAL--JAY SCHOOLS

The Jay School Committee recognizes the need for a staff person to serve as acting principal in the absence of the full-time principal. The person appointed to serve as acting principal by the building principal will ensure that the normal school day routine is carried out.

Duties may include providing for substitutes, assignment of supervision duties, and announcement of school cancellation to staff. The acting principal is also responsible for discipline, teaching supplies, and communication with students, parents and staff during the time he/she is in the administrative position.

Adopted: NOVEMBER 2, 1989, DECEMBER 4, 1997