



ANDERSON COMMUNITY SCHOOL CORPORATION

Highland Middle School Assistant Principal of Operations Job Responsibilities

Athletics

Arrival/Dismissal Supervision

Lunch Supervision

Attendance

Building, Grounds

Facilities Scheduling

Buses

Custodians

Hall Monitors

Student Affairs

Discipline

Detention School/Alternative Placements

Drug Testing

Emergency Drills/Procedures

Event Supervision

Nurse

Security/SROs

Parent Concerns

Parent/Student Handbook

Assist/Pep Sessions/Convos

Staff Observations/Evaluations

Assist w/Budget/ECA Decisions

Other Duties as Assigned by Principal