



The Elementary Assistant Principal

John Gesenhues and Peter Winkler

Responsibilities

Assist the Principal

Instructional Aid Schedules
Attendance
School Event Sponsor
Emergency Drills
Leader in Me Support
Kindergarten Registration
SuccessMaker
Safety Plans
Ident-a-kid - Visitor Management System
Supervision
After School Scheduling
K-PREP
STAR Management
Academic Scheduling
NaviGate Prepared
Advisory Team Meetings (ATMs)
Infinite Campus
Work Orders Interview Candidates
IOWA/CoGAT
School Signage
TPGES Evaluations
Speech ARCs
Substitute ARC Chairman
Parent/Teacher Conferences
Transportation
Student Discipline

Roles to Build Culture and Climate

Student(s)

- Relationship Builder
- Greeter
- Communicator
- Supporter
- Comforter
- Motivator
- Encourager
- Tutor
- Mediator
- Mentor



Principal(s)

- Partner/Collaborator
- Messenger
- Manager (tasks)
- Supportive “Ear”
- Runner

Staff(s)

- Instructional Coach
- Problem Solver
- Substitute
- Supportive “Ear”
- Collaborator
- Motivator
- Partner/Collaborator

The Principal's Perspective

Why this investment is valuable?