

**DIFFERENTIATED ADMINISTRATIVE STAFFING**

Elementary Assistant Principal Position Creation/Elimination Guidelines

**Criteria for Initiating an Assistant Principal Position:**

- 1) An assistant principal position will be **created** in any/all elementary schools that meet all of the following criteria:
  - a) Enroll and maintain at least 475 students (including Special School District students) over two consecutive years (maintain means the enrollment must be at or above 475 students for at least five of the nine monthly attendance reporting periods).
  - b) Enroll and maintain 500 or more students (including Special School District students) during the second year (maintain means the enrollment must be at or above 500 students for at least three of the nine monthly attendance reporting periods).

Once the above criteria has been met, the superintendent will recommend the position of assistant elementary principal as part of the next school year's staffing request. Upon board approval, the position will be implemented for the coming year.

**Criteria for Phasing Out Assistant Principal Position:**

- 2) Whenever the enrollment (including Special School District students) in an elementary school with an assistant principal fall below 475 students for the second consecutive year, the superintendent will recommend to the board of education that the assistant elementary principal position be **eliminated** for the next school year.

**Special Circumstances:**

- 3) When special circumstances exist, the superintendent may recommend that the Board provide additional leadership support to an elementary building. This support could be provided through the appointment of a special Instructional Assistant, and Assistant to the Principal **or** an Assistant Principal. Positions created by this exception shall have a sunset provision, which requires Board approval for continuation every two years.

Adopted: May 12, 1992