

## **ROLE OF THE VICE-PRINCIPAL**

The Vice-Principal is responsible to assist the Principal in the accomplishment of the administrative duties of the school.

The Vice-Principal will:

- co-operate fully with the Principal in all matters concerning the organization and operation of the school and carry out all responsibilities delegated to the position by the Principal;
- respond as the Principal's representative in the school and community; and
- become thoroughly familiar with the responsibilities of the Principal and thus prepare to assume the Principal's authority and responsibilities in the absence of the Principal.

The Vice-Principal shall become the Acting Principal in the absence of the Principal.

*Accomplish Anything*

Adopted 9/347/04	Reviewed	Revised	Page 1 of 1
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