GENERAL DESCRIPTION
The Assistant Principal of Trinity High School also serves as Dean of Students. While part of
the administrative team, the Assistant Principal reports directly to the Principal on all matters
concerning students, faculty and student support staff.

SPECIFIC AREAS OF RESPONSIBILITY:
• To share the development and implementation of the mission of Trinity High School
• To assist the Principal in the following areas:
  • admissions
  • North Central Association Evaluation Process
  • day to day operations of the school
  • administer the school in the absence of the Principal
• To coordinate structures which support the academic program of the school:
  • admissions, registration and placement of students
  • transfer students
  • enrollment management
  • scheduling and room usage
  • student academic reports
• To serve as Dean of Students responsible for:
  • Student Handbook
  • attendance
  • discipline
  • communication with parents
  • communication with Guidance Counselors
  • communication with Student Activities Director
  • health records
• To maintain the school's central calendar
• To serve on committees:
  • Discipline Advisory Board (Chairperson)
  • Student Services Council (Chairperson)
  • Enrollment Committee of the Board of Directors
  • other committees as determined by the administration
• To maintain the following daily operations of the school
  • locker assignments
  • auditorium seating
  • alternative schedules
  • chaperone duty assignments
  • oversee all school sponsored dances
  • set exam schedules
  • oversee all school sponsored special events, i.e. ring day, etc.
• To provide management of the school’s Main Office
  • maintain bell / p.a. system
  • parking lot management for all students and faculty
  • serve as emergency liaison
  • schedule and oversee all fire drills and tornado drills as well as maintain signage
• To serve as Principal of Summer School