

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

ADMINISTRATION

Assistant Principal or Lead Teacher

It shall be the policy of the Diocesan Catholic Schools Board that the principal of each elementary and secondary school shall secure the appointment of an assistant principal or a lead teacher who is to temporarily assume the role of the principal in the absence of the principal. The chain of and change in command must be identified and published so that all will know who is to assume the role of the principal in his/her absence.

If an assistant principal is named, this person must be a licensed administrator.

A job description shall be written and utilized in order to best serve the needs of all involved.

Policy Adopted: October 27, 1969

Policy Revised: May 21, 2018

Policy Approved by Bishop Pates: May 30, 2018