Administrative Personnel Duties of Principals

Duties of principals-

School Principals shall: 1. Provide primary educational leadership in the school to which they are assigned. As chief administrative officer of the school and supervisor of its instructional program, the Principal shall provide the leadership in creating an environment conducive to skillful creative teaching and optimum learning. In recognition of the value of the team approach, supervision should be identified through encouragement and support of the instructional program allowing opportunity for teacher growth and development. 2. Be the administrative authority in the school within the limits of the law, Board regulations and instructions from the Superintendent. 3. Inform the staff of school regulations as they are enacted by the Board of Education. 4. Keep the Superintendent, appropriate assistant administrators and other administrative officers fully advised as to the conditions and needs of the school. 5. Make regular and thorough inspections accounting for school properties and be responsible to the Superintendent for these properties. 6. Assist curriculum personnel in appraising, developing and evaluating the school curriculum and in planning, adapting and scheduling the courses of study for the students. 7. Take all reasonable precautions to safeguard the staff and the students in the school during school hours. Provide for the safety and care of children in case of fire, storm, or other sudden danger to the school plant and see that the students and teachers are adequately trained to carry out such plans during these occurrences. 8. In the best interests of the students and staff, organize the resources of the school to provide supervision of playground activities 30 minutes prior to school, during school, and after the last bus leaves after school, and supervise the lunchroom program and the noon hour. 9. Oversee discipline procedures used and report to the Superintendent or the delegated authority any irregular types of punishment prohibited by Board policy. 10. Make recommendations for teacher dismissal within the school. 11. As required, evaluate and report the efficiency of each member of the instructional staff in the school in accordance with an established plan of teacher evaluation. 12. Assist in the development of the school budget and keep such business records and execute such business forms as may be required. 13. Order approved supplies, textbooks, equipment, and all materials necessary to the operation of the school. 14. Administer a system of accounting of all monies from student activities, cafeterias, student fees or fines, entertainments, gifts and from any student group within the school. This accounting shall be in accord with a central plan of accounts and carried out under the supervision of the Superintendent or the delegated authority. 15. Report immediately, in full and in writing, to the administrative offices any infringement of district property rights within the school or any injury to any pupil or member of the staff that may occur at a time or place wherein the rights or responsibilities of the schools may be involved. 16. Process complaints concerning the school, investigate these complaints and refer to the area assistant administrator cases which the Principal cannot adjust

satisfactorily. 17. Direct and supervise the certified, education support, and hourly staff working within the school building and provide annual evaluations for each member.

18. Be responsible for good public relations with community groups, including the parent-teacher organization and other organizations and for using community and professional resources to enrich the learning program. 19. Report to the appropriate assistant administrator any need for extended absence from school and the name of the person appointed to act in the absence of the Principal. 20. Perform other duties as may be assigned by the Superintendent of Schools. 21. In accordance with policies, rules and regulations adopted by the Board, be responsible for the detailed organization of the program of the school, for the assignment of duties to staff members and for the administration of the instructional program for the regular school year and during the extended summer program. 22. Be responsible for the maintenance and repair of the school building.

a. Report all emergencies to the Superintendent or the assistant administrator for operations. b. Be responsible for the safety of the physical facilities. c. Conduct, in the presence of the custodian, a monthly building inspection. The inspection

report, detailing all needed repairs, shall be submitted to the assistant administrator of operations in a timely manner. 23. Provide all new employees with sufficient information for them to complete their jobs.