

General Functions

Purpose

This policy provides further detail about the roles and responsibilities of the school Principal.

Scope

This policy guides the Superintendent and school Principal.

Policy

1. As authorized by the Superintendent of schools, the Principal shall have full responsibility for the administration of the school. The entire staff of teachers, secretaries, librarians, cafeteria employees, health personnel and custodial maintenance personnel shall, when on duty, be responsible to him/her.
2. Each Principal shall carry out all regulations of the Superintendent affecting the educational program, including the course of study and extracurricular activities.
3. In addition, she/he will:
 - (a) Be responsible to the Superintendent of Schools for all organization, administration and supervision within his/her building.
 - (b) Be responsible for assisting in the development of the several curriculums and for planning and adapting the courses of study to the needs and interests of the children.
 - (c) Regularly appraise and evaluate the instructional program and encourage the investigation, development and employment of improved methods and procedures.
 - (d) Look upon supervision as a cooperative process.
 - (e) Be responsible for the assignment of the teaching staff within his/her building and see that each staff member has an equitable amount of class and extra class work and avoid over-assigning a willing teacher or under-assigning an unwilling teacher.
 - (f) Complete experience reports on all teachers at least once a year or as directed by the Superintendent.
 - (g) Be attentive to the health and welfare of the children and teachers.
 - (h) Be responsible for all educational direction relating to the work of cooks and custodians and to the maintenance of the school plant.
 - (i) Be responsible for maintaining good public relations with the community and for fully utilizing the community resources to enrich the learning program.
 - (j) Take an active interest in local, state and national professional organizations.
 - (k) Be responsible for the classification, promotion or retention of pupils within his/her building(s).
 - (l) Keep the Superintendent completely and regularly informed as to the condition of the school and the activities therein and be responsible for incorporating such activities into the district's master activities calendar.
 - (m) Oversee the attendance and conduct of the pupils.
 - (n) Be responsible for ordering supplies, textbooks, equipment and all other materials necessary to the operation of the school through the Superintendent's office.
 - (o) Be responsible for all exit drills (fire, catastrophe, air raid, etc.).

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- (p) Accept responsibility for all school enterprises and activities.
 - (q) Regularly schedule teachers' meetings, which must be held in each building.
 - (r) Cooperate and assist in parent-teacher organizations, cafeteria and maintenance operations, summer school and night school when held in the building, and community use of building facilities.
 - (s) Be responsible for organizing playground, lunchroom and extracurricular activities in the best interest of the pupils.
 - (t) Perform such other duties as may be assigned by the Superintendent of Schools.

Related Procedures

N/A

Policy Cross References

5241-Rights, Responsibilities and Authority

Policy Legal References

N/A

Management Resources

N/A

Policy History

Action:	Date:
Approved by the Board	To Be Determined
Revised	
Revised	
Revised	

Previous Policy Number: 3012