

SCHOOL BUILDING ADMINISTRATION

- 1.0 Upon recommendation of the County Superintendent of Schools, the County Board of Education shall employ and assign, through written contract, public school principals who shall supervise the management and the operation of the school or schools to which they are assigned. Such principals shall hold valid administrative certificates appropriate for their assignments.
- 2.0 The principal is hereby recognized as an instructional leader and staff officer of the Superintendent who works under the direct supervision of the Superintendent and Assistant Superintendent.
- 3.0 Subject to the limitations of the law, Board regulations, and instructions of the Superintendent, the Principal shall be the administrative head of the school to which he is assigned. The Principal shall assume administrative and instructional supervisory responsibility for the planning, management, operation and evaluation of the total educational program of the school or schools to which he is assigned.
- 4.0 The responsibility for curriculum improvement at the individual school level shall be delegated to the school principal. He will supervise programs, activities and classes and shall provide the leadership necessary for school improvement. The principal will see that all classes and activities are confined to the times and places scheduled and that appropriate pupil supervision is provided.

School principals shall be charged with the following additional responsibilities:

- 4.1 To develop staff assignments for all professional staff members assigned to his school, giving special care that the assignments are in accord with staff qualifications and as equally divided among the members of the staff as the school situation permits.
- 4.2 To be responsible for the supervision and development of building custodians, cafeteria staff, instructional aides and other non-professional personnel. A copy of the job descriptions/work schedules of all personnel shall be filed with the Superintendent by the end of the first school month.
- 4.3 To establish and administer a system of accounts for all monies handled within the school in accord with established accounting methods.

- 4.4 To be responsible for the management and care of the buildings and grounds assigned to his charge and to see that they are kept clean, sanitary, and have proper ventilation/heat.
- 4.5 To properly supervise, control and manage the building, pupils and visitors at school activities in which students participate, whether held on or off school premises, if the participation is approved by and in the name of the school.
- 4.6 To keep the Superintendent currently and fully informed about changes in schedules, assignments, general conduct of students, major accidents or injuries, building conditions, progress and activities engaged in by students, and all matters pertinent to the successful operation of the schools.
- 4.7 To give special attention to the attendance of pupils and in cases of absence or truancy, every effort is to be made to contact the parents or guardians of such students so that satisfactory attendance shall be maintained. Cases that cannot be adjusted satisfactorily are to be reported to the Director of Attendance.
- 4.8 To establish regularly scheduled evaluation procedure for all employees assigned his charge. Employees shall be told of deficiencies and shall be given an opportunity to improve.
- 4.9 To recommend to the Superintendent the appointment, reemployment, promotion, demotion and termination of personnel for his school. However, the Superintendent of Schools shall have the final authority in such matters, subject only to Board action.
- 4.10 To be responsible for safeguarding the health and well being of the staff and student body and to establish definitive emergency plans. Students and staff shall be adequately trained to make such plans effective.
- 4.11 To take affirmative action in working directly with parents to interpret policies, rules, procedures and other matters of parental concern.
- 4.12 To also be responsible for the following:
 - 4.12.1 Student, personnel and transportation records as required
 - 4.12.2 Student placement, promotions and retention
 - 4.12.3 Student attendance
 - 4.12.4 Student conduct and discipline

4.12.5 Student progress and homework

- 4.13 To work with Parent Teacher Associations and other groups organizing special school programs to see that the best interests of the students and the school are being served.
- 4.14 To carry out other duties and responsibilities as may be assigned by State Law, State School Board, County Board of Education, Superintendent of Schools or Assistant Superintendent of Schools.

The Board also feels that the principal should be an active participant in local, state and national professional organizations for through active membership in professional organizations, he/she demonstrates to his teachers and the school community that his attitude is professional.

Reviewed March 18, 2014