

Article IV.I. School Principals

School principals shall:

- A. Have primary responsibility for educational leadership in the school to which assigned. As chief administrative officer of the school and supervisor of its instructional program, 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.
- B. Be the administrative authority in the school within the limits of the law, Board regulations and instructions from the superintendent.
- C. Inform the staff of school regulations as they are enacted by the Board.
- D. Keep appropriate members of the superintendency and other administrative officers fully advised as to the conditions and needs of the school.
- E. Make regular and thorough inspections accounting for the school properties, and shall be responsible to the superintendent for these properties.
- F. Be responsible for assisting the school services teams in appraising, developing and evaluating the school curriculum, and in planning, adapting and scheduling the courses of study for the students.
- G. Be responsible for taking all reasonable precautions to safeguard the health and general well-being of the staff and of the students in the school during school hours. Shall provide for the safety and care of children in case of fire, storm or other sudden danger to the school plant and shall see that the students and teachers are adequately trained to carry out such plans during these occurrences.
- H. Be responsible for organizing the resources of the school to provide supervision of playground activities and the lunchroom program in the best interests of the students and the staff.
- I. Be responsible for the organization of school wide discipline procedures and report to the superintendent or delegated authority problems that may have liability concerns for the district and Board.
- J. Follow "Employee Relations and Corrective Discipline" procedures while providing leadership in improving teacher instruction.
- K. As required, observe and evaluate each member of the instructional staff in the school in accordance with an established plan of teacher evaluation.
- L. Be responsible for ordering approved supplies, textbooks, equipment and all materials necessary to the operation of the school.

- M. Be responsible for the administration of a system of accounting of all moneys 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 designated authority.
- N. Report immediately, in full and in writing, to the administrative offices any infringement of district property rights within the school of 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.
- O. Process complaints concerning the school, investigate these complaints and contact the school service teams when assistance may be needed in the resolution of these complaints.
- P. Be responsible for the direction and supervision of the professional, classified and hourly staff working within the school building.
- Q. Be responsible for good public relations with community groups, including the Parent Teacher Association and other professional organizations and for utilizing fully the community and professional resources to enrich the learning program.
- R. Report to the school services director any need for extended absence from school and the name of the person appointed to act in the absence of the principal.
- S. Perform other duties as may be assigned by an appropriate member of the superintendency.
- T. 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.