

## **PRINCIPALS**

The school principalship is a key position in educational leadership. The principal reports directly to the superintendent of schools, who delegates authority to the principal. The primary function of the principal is to provide leadership that will encourage the staff, the community, and the students to work together toward an excellent school program.

The responsibilities of the school principal can be subdivided into four general categories:

1. Improving the educational program by providing:
  - A. A reasonable climate of efficiency, cooperation, service and stimulation so that the school program can operate effectively.
  - B. Leadership and cooperation in evaluating the effectiveness of the total school program.
2. Selecting and developing personnel by:
  - A. Actively participating in staff selection or dismissal where necessary.
  - B. Working with the staff in the development and administration of sound personnel policies.
  - C. Helping the staff with their professional and personal problems.
  - D. Providing for the orientation of new staff members and for the maximum growth of both inexperienced and experienced staff members.
3. Working with the community by:
  - A. Knowing the community.
  - B. Taking an active part in the growth and improvement of the community and encouraging the staff to do likewise.
  - C. Facilitating community participation in the life of the school.
  - D. Providing for interpretation of the school to the community.
4. Managing the school by:
  - A. Developing an internal staff organization with clear lines of authority and responsibility.
  - B. Working with the staff to determine what supplies and facilities are needed and working with the superintendent and his staff to obtain these supplies and facilities.
  - C. Planning with the staff for efficient use and maintenance of existing supplies and facilities.

**PRINCIPALS (Cont.)**

Major specified powers and duties include:

1. Carry out policies and directives of the board of education with immediate responsibility to the superintendent.
2. Supervise, direct, and evaluate the work of assigned professional personnel, the general instructional program and classroom management, and assume responsibility for the proper assignment of duties and the placement of teachers.
3. Exercise general supervision over the school grounds, buildings, and equipment in order that a good and safe environment may be maintained.
4. Direct the work of the building custodians.
5. Conduct fire drills to conform to requirements.
6. Administer within the schools the approved policies of the board of education.
7. Keep accurately all student records and transfer them within the system as necessary.
8. Direct all child accounting for the school.
9. Cooperate with directors, coordinators, and appointed superintendent staff members in improving instructions and meeting shared responsibilities.
10. Maintain desirable school--home and school--community relationships.
11. Prepare and transmit to the superintendent records and reports as may be required by the superintendent or the State Board of Education.
12. Suspend students for flagrant violation of school regulations. (Written notice of the action should be sent to the superintendent's office.)
13. Make recommendations for personnel dismissal which, when approved by the superintendent, shall be acted upon by the board.
14. Direct and supervise all extracurricular activities within the school.
15. Assume responsibility for the approval of all requisitions for the student activity funds. With regard to student activity funds, the principal shall bring to the attention of the board any requests for transfer of funds between and among the individual accounts within the Student Activity fund.

**PRINCIPALS (Cont.)**

16. Approve all social affairs given in the name of the school or under its auspices.
17. Coordinate the activities of the principal's school with other schools within the system.
18. Maintain office hours satisfactory to the superintendent.
19. Prepare a written report in the event of a serious accident or disaster, a case of vandalism, break-in, or unusual damage to buildings and equipment, giving a brief statement of the circumstances and listing equipment and supplies damaged or stolen. Copies of this report are to be sent to the superintendent's office and the business office.
20. Investigate all complaints affecting the principal's school, referring to the superintendent those cases which cannot be adjusted satisfactorily and redress, whenever possible, legitimate grievances.
21. Perform other duties as may be directed by the superintendent.