

ADMINISTRATION
Series 300

Policy Title: PRINCIPAL'S DUTIES AND RESPONSIBILITIES Code: 302.2

As an administrative employee of the district, the principal:

1. Assumes responsibility for the implementation and observance of all board policies and regulations by the school's staff and students.
2. Assists in the recruiting, screening, hiring, training, assigning and evaluating of the school's professional staff.
3. Supervises all professional, paraprofessional, administrative and non-professional personnel attached to the school.
4. Assists in the development, revision and evaluation of the curriculum and master teaching schedules.
5. Supervises all activities and programs that are outgrowths of the school's curriculum.
6. Supervises the maintenance of accurate records on the progress and attendance of students.
7. Supervises the guidance program to enhance individual student education and development.
8. Supervises the school's teaching process.
9. Evaluates and counsels all staff personnel, regarding their performance.
10. Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriated to the school's administration in a timely manner.
11. Maintains and controls the various local funds generated by student activities as outlined in the manual of procedures for associated student body funds.
12. Cooperates with college and university officials regarding teacher training and preparation.
13. Maintains high standards of student conduct and enforces discipline as necessary according due process to the rights of students.
14. Supervises and evaluates school's extracurricular program.
15. Makes recommendations concerning the school's administration and instruction.
16. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
17. Makes arrangements for special conferences between parents and teachers.
18. Recommends the removal of staff members whose work is unsatisfactory according to established procedure.
19. Keeps the superintendent informed of the school's activities and problems.
20. Assumes responsibility for his own professional growth and development through membership and participation in the affairs of professional

Principal's Duties and Responsibilities 302.2 - (con't)

- organizations, through attendance at regional, state and national meetings, through enrollment in advanced courses and the like.
21. Provides for the security of the buildings and grounds during regular school term.
 22. Assumes responsibility of the supervision of students after hours who are in the building for extracurricular activities.
 23. Has authority to suspend students for misconduct, using the district's policy for suspension guidelines.
 24. Gives teachers necessary information concerning firefighting equipment and fire drills. Drills shall be held once monthly.
 25. Sees that first aid is administered to injured pupils and that the parents are contacted in all serious cases. A report of an accident requiring medical attention must be filed in accordance with the School Safety Policy – App. H.
 26. Exercises care in protecting students from strangers, who may wish to see or meet them.
 27. Complies with the authority of the Right to Privacy Amendment in regard to all information concerning student records.
 28. Acts as the Affirmative Action Director (secondary school principal).

Date of Adoption:
July 1976 (1-20)
Revised: 6/22/98
Readopted: 7/19/99, 7/19/04

Legal Reference:
Section 33-205 I.C.
Public Law 93-380

Related References:
Affirmative Action Program