

Principal's Performance Responsibilities

- Supervises, monitors, and evaluates the schools' educational/instructional program; establishes and maintains a safe and orderly environment and a positive effective learning climate;
- Assumes responsibility for the implementation and observance of all District Policies and administrative regulations;
- Develops and approves the master schedule and teacher/staff assignments;
- Assists in the development, revision, and evaluation of the curriculum;
- Participates in the recruiting, screening, hiring, training, assigning, supervising, and evaluating of all school personnel including substitutes;
- Assumes responsibility for the safety and administration of the school plant;
- Budgets school time to provide for the efficient conduct of school instruction and business;
- Plans and supervises fire drills and an emergency preparedness program;
- Establishes a school-wide discipline plan, maintains high standards of student conduct, and enforces discipline consistent with the District-wide plans;
- Supervises and evaluates the school's extracurricular program;
- Assists in the in-service orientation and training of teachers and other personnel;
- Supervises the accurate preparation and maintenance of all required reports, records, lists, and documents;
- Assists in the management and preparation of the school budget, monitors expenditures of funds, and maintains and controls the various local funds generated by student activities;
- Keeps informed of changes, developments and research in education by study and by attending professional meetings and conferences;

- Participates actively in school-related community groups and organizations and acts as liaison between them, interpreting activities and policies of the school and encouraging community participation in school life;
- Attends meetings, activities, events as required. Works with the central office staff in a cooperative manner; keeps the Superintendent informed of the school's activities, needs, problems, and successes and makes appropriate recommendations;
- Plans and conducts meeting of the staff addressing educational topics and management concerns;
- Requisitions supplies, textbooks, and equipment conducting inventories, maintaining records, and checking on receipts for such material;
- Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services;
- Supervises the reporting and monitoring of student attendance and investigates follow-up actions; and
- Administers or supervises the student insurance programs.

Legal Reference: I.C. § 33-513      Professional personnel

Policy History:

Adopted on: August 10, 2009

Revised on: June 21, 2010