

GENERAL SCHOOL ADMINISTRATION

CODE: CFA
POLICY

SCHOOL PRINCIPAL/BUILDING ADMINISTRATOR

Within limits of the law, board regulations, and instructions from the superintendent and assistants, the principal will be the administrative authority of assigned school. The principal is responsible for a thorough knowledge of all laws, regulations, and instructions governing the position. The principal will coordinate all administrative and supervisory activities which occur in the building. The principal will be responsible for the coordination of the work of supervisors, custodians, officials, of the business department, health officers, and all others who work in the relationship to the school and to the teachers. The principal will be responsible for the administration of school policies in assigned school and for making available to building staff knowledge of such regulations as they are enacted by the board of trustees or formulated by the central administration. The principal will keep superior officers fully advised as to the condition of the school. The principal is responsible for the detailed organization of the school, the assignment of duties of staff members within the school, and the administration of the instructional program.

The principal will handle all complaints from patrons or parents which affect the school, investigate the same, and refer to the central administration all cases which cannot be adjusted satisfactorily.

The principal is responsible for the efficiency of teachers and other staff members within the building and will evaluate them in accordance with established procedures as may be defined by the central administration.

The principal will have the power to suspend students temporarily and make recommendations for reassignment, long-term suspension or expulsion. The principal may assign this duty to the assistant principal(s). In matters of attendance and suspension, the principal will work closely with the community counselors in order to enforce the requirements of the compulsory attendance laws.

The principal will have immediate supervision of custodians and the discharge and scheduling of their duties.

ADOPTION DATE: OCTOBER 11, 1995

REVIEW DATE: MAY 14, 2014