

Policy --- 4015

Administration

Principals:

The district shall hold principals and other administrative staff accountable for the proper and efficient conduct of classroom teaching in their schools which will meet the individual and collective needs of students enrolled. Principals shall achieve and maintain standards of excellence in the instructional program so that each student in the program derives the greatest academic and personal benefit from their learning experiences. Principals have the primary responsibility for the improvement of instruction in their programs. They should direct the major portion of their time to be spent with staff, including classroom observations, regular classroom walks-through, staff evaluations, meetings with teachers and review of instructional materials and new and promising innovations. Specifically, subject to applicable statutes, principals are responsible for:

- A. Implementing the district's prescribed curriculum and enforcing the procedures of the district, the state superintendent and the state board of education.
- B. Maintaining good order and discipline in school buildings and playgrounds at all times.
- C. Holding students accountable for their conduct and actions.
- D. Requiring excuses and maintaining records relating to absences, tardies and attendance.
- E. Paying careful and particular attention to the maintenance of a safe and healthful atmosphere in the school and on playgrounds.
- F. Giving careful attention to student safety and reporting any unsafe conditions.
- G. Providing for the evaluation of each student's educational growth and development and making periodic reports to parents, staff, administrators and the board.
- H. Supervising and evaluating all staff assigned to his/her building or area of responsibility.
- I. Making recommendations to the superintendent regarding assignment, appointment, promotion, transfer, probation or dismissal of all staff assigned to him/her.
- J. Making recommendations to the business manager and/or superintendent regarding the fiscal needs of their area of responsibility.

- K. Ensuring that provisions of any collective bargaining agreements are followed.
- L. Maintaining effective communication with students, parents and staff.
- M. Monitoring the expenditure of all district and/or students funds as directed by the business manager.
- N. Maintaining the equipment, facilities and grounds of the school plant.

Failure to carry out the requirements listed above shall constitute sufficient cause for discharge.

Adoption Date: First Reading: September 2000
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