

SCHOOL PRINCIPAL

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised July, 1982 Revised September, 2004	Principal

Minimum Requirements:

Hold a valid Idaho Certificate in Educational Administration endorsed for principals and such other requirements as established by the Board of Trustees.

Duties and Responsibilities:

1. CURRICULUM IMPROVEMENT AND INSTRUCTIONAL IMPROVEMENT

- 1.1. Be responsible for organizing, directing and evaluating all instruction within the building.
- 1.2. Promote and carry out in-service training activities and orientation appropriate to the needs of personnel within the building.
- 1.3. Support district in-service programs.
- 1.4. Serve as a resource person when called upon.
- 1.5. Promote research for the implementation of desirable educational innovations for the improvement of instruction.
- 1.6. Provide leadership to the staff in identifying school needs and determining educational objectives.
- 1.7. Inform the staff of the district's educational philosophy and objectives, and assist them with the planning and implementation of the prescribed instructional program.

2. STAFF PERSONNEL

- 2.1. In cooperation with the Director of Human Resources, be responsible for the coordination of the selection, assignment, supervision, evaluation, transfer, and discharge of all personnel in the school.
- 2.2. Keep periodic written records on the performance of all personnel; interview and recommend the selection, promotion and retention, or dismissal of all personnel.
- 2.3. Actively work with staff personnel in a resource-support role in an effort to facilitate improved professional competence.

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2.4. Provide opportunity for teachers to participate in school planning and district policy development.

3. PUPIL PERSONNEL

3.1. Provide a system of pupil placement, attendance, accounting, record-keeping, evaluation, and follow-up of pupil activities and their performance.

3.2. Coordinate pupil-personnel activities.

3.3. Refer to the appropriate director pupil personnel problems which cannot be resolved at the building level.

3.4. Provide a system of communication between students, staff, and parents to better meet student needs, and to satisfy the concerns of the school community.

3.5. By participation or delegation, be responsible for all aspects of student activities.

3.6. Establish procedure for developing and maintaining positive student behavior.

4. FINANCIAL AND BUSINESS MANAGEMENT

4.1. With the assistance of staff, develop a budget recommendation for the director of education that will meet the needs of the instructional program.

4.2. Coordinate the building budget in cooperation with central office personnel.

4.3. Maintain a system of general budget control for all expenditures and purchases within his building.

4.4. In cooperation with designated staff members and student representatives, plan and develop a budget to meet the needs of any student activity program.

4.5. In cooperation with staff, evaluate annually the effectiveness of business management methods used to implement the total school program.

5. SCHOOL BUILDINGS, EQUIPMENT, AND INSTRUCTIONAL MATERIALS

5.1. Make recommendations to central office personnel in planning school facilities and renovations or remodeling of such buildings.

5.2. Cooperate with the business office staff in establishing priorities for the proper maintenance and operation of the school plant.

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5.3. Plan and maintain proper utilization and inventory of school building equipment, materials, and property.

5.3.1. Assume responsibility for the general custody of the equipment and facilities.

5.4. Coordinate community use of the school building.

6. SCHOOL-COMMUNITY RELATIONS

6.1. Conduct a public relations program which implements an ongoing system of two way communication between parents and school.

6.2. In cooperation with the director, develop and maintain a system of evaluation of each school's communications and public relations program.

6.3. Maintain or improve an efficient pupil progress reporting system to parents.

6.4. Initiate and coordinate plans for mobilizing forces to utilize community resources in the instructional program.

6.5. Provide a channel of communication between the school and the patrons whereby interests and concerns can be expressed and bring about better understanding of the program of the school.

7. PROFESSIONAL GROWTH

7.1. Promote professional growth of school staff by maintaining a personal program of professional growth.

7.2. Participate in professional growth activities for improvement of knowledge and skills through study, travel, conferences, professional meetings, self-appraisal, etc.

7.3. Keep informed about current administrative, instructional and organizational trends in the areas of responsibility.

8. SUPPORTIVE SERVICES

8.1. Plan, coordinate, supervise, and evaluate the work of supportive services within the building.

8.2. Facilitate the development of effective working relationships between staff and supportive services personnel.

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9. ORGANIZATION AND ADMINISTRATION

- 9.1. Be responsible to the director for the organization, implementation, supervision, and evaluation of the total instructional program in the school.
- 9.2. Accept accountability for the overall effectiveness of the school.
- 9.3. Participate in decision making at the district level.
- 9.4. Direct policy making at the building level and participate in decision making at all other levels when requested to do so, or when the policies in question affect the operation of the school.
- 9.5. Plan and operate a system that provides meaningful involvement of the staff in building level decision-making.
- 9.6. Carry out such additional duties as may be assigned.