

SCHOOL BUILDING ADMINISTRATION

The primary duty of the principal will be to administer and supervise to improve instruction. The principal will be the educational leader of the school in which he works. He will administer and supervise the school in accordance with Board policies and administrative regulations.

The principal will be directly responsible to the superintendent or his designee. He will keep the superintendent informed of the conditions and needs of his school. The superintendent will delegate all duties, authority, and responsibilities of the principal. These duties may include the following:

1. The principal will maintain discipline of personnel and students.
2. The principal will care for and protect the building, equipment, grounds, and other school property.
3. The principal will maintain school records and prepare reports.
4. The principal will take all reasonable precautions to safeguard the health and welfare of students and staff. He will report all accidents to the superintendent. He will formulate plans for emergencies. He will conduct evacuation drills each school month and keep written records of the drills.
5. The principal will be responsible for maintaining a close relationship with the community, and should interpret the educational program to district citizens.
6. The principal will keep himself informed by advanced study, visits to school systems in other areas, attendance at educational conference, and other means relative to modern educational thought and practice.