

Administration

Series 300

Policy Title: Functions - High School Principal

Code No. 303.5

The high school principal is directly responsible to the superintendent for the operation of the instructional programs within his/her building. He/she is charged with the duty of carrying out school district policies and administrative regulations in his/her buildings and of leading his/her staff in developing, implementing, coordinating, and evaluating an effective program of instruction.

Specific functions and responsibilities:

1. Develops and maintains student-centered instructional programs.
2. Attends board meetings as required by superintendent.
3. Assists in the recruitment and selection of professional personnel.
4. Evaluates instructional personnel according to current procedures.
5. Visits classrooms regularly in his/her role as the primary resource person in the building for the improvement of instruction.
6. Assists in planning and conducting orientation and inservice programs.
7. Submits such reports as may be required by the superintendent.
8. Cooperates in the development of curriculum guides and syllabi.
9. Makes final recommendations for purchase of textbooks, equipment, and instructional materials.
10. Maintains an inventory of materials and all equipment in the building in cooperation with the business office.
11. Coordinates the activities of building and faculty.
12. Serves on the administrative team.
13. Develops and maintains good public relations with the community and its patrons.

14. Makes himself/herself available to students, parents, and interested citizens in all matters pertaining to his/her school.
15. Coordinates the preparation and administration of the building budget.
16. Supervises pupil personnel services within his/her building, including the following: special education, guidance and counseling, attendance, health services, and student discipline.
17. Supervises the activities.
18. Supervises the use and maintenance of high school facilities and grounds.
19. Assumes such other duties and responsibilities as may be assigned by the superintendent.

Date of Adoption:
January 8, 2014

Legal References (Code of Iowa):

Date Amended:
June 11, 2025

Related Administrative Rules and Regulations:

Date Reviewed:
June 15, 2022