

## PERSONNEL

### Job Descriptions/Responsibilities

#### Principals

In conformance with state law, rules, and regulations, principals shall be responsible for instructional leadership:

Implementing the District's prescribed curriculum and enforcing the procedures of the District, the state superintendent of public instruction, and the state board of education, taking into due consideration individual differences among students, and maintaining and rendering appropriate records and reports.

Maintaining good order and discipline in school buildings and playgrounds at all times.

Holding students accountable for any disorderly conduct in school.

Requiring excuses from parents of minor students in all cases of absence, tardiness, or early dismissal.

Giving careful attention to the maintenance of a safe and healthful atmosphere in the classroom, hallways, and playground.

Giving careful attention to the safety of the student in the classroom and reporting any doubtful or unsafe conditions.

Providing for the evaluation of each student's educational growth and development and making periodic reports to parents and other administrators.

Supervising and evaluating all staff assigned to the building. Assignment, promotion, transfer, probation, or dismissal of staff for whom they are responsible.

Making recommendations to the superintendent regarding appointment, assignment, promotion, transfer, probation, or dismissal of staff for whom they are responsible.

Submitting recommendations to the superintendent regarding the fiscal needs required to maintain and improve the instructional program for their attendance area.

Ensuring that the provisions of the collective bargaining agreement are followed.

Ensuring that all applicable District policies are followed.

Maintaining effective communications with student, parents, and staff.

Monitoring the expenditure of all District and Associated Student Body funds.

Maintaining the equipment, facilities, and grounds of the school plant.

Failure to carry out such requirements as set forth above shall constitute sufficient cause for discharge.

Revised: May 23, 2001