

## **2.7 -- DUTIES OF PRINCIPALS**

The Principal shall assume administration responsibilities and instructional leadership, under the supervision of the Central Office Administrators and in accordance with the legal rules and regulations of the Board, for planning, management, operation, and evaluation of the education program of the school to which he/she is assigned.

The Principal shall:

1. Submit recommendations to the Superintendent, or his/her designee, regarding the appointment, assignment, promotion, transfer, and dismissal of all personnel assigned to the school of which he/she is principal.
2. Direct scheduling, attendance, and preparation of reports.
3. Lead in the improvement of the instructional program.
4. Prepare an annual instructional budget for the school and submit it to the Superintendent for approval.
5. Direct reports of pupils' progress to parents at regular intervals, in accordance with District Administrative Policy.
6. Direct all student activities.
7. Serve as chief disciplinary officer of the school.
8. Supervise and be responsible for the accounting of funds received by the school unit.
9. Supervise all school property assigned to his/her care, which shall include all buildings, equipment, and grounds; and direct the work of all janitorial staff in the maintenance and cleaning of the building, equipment and grounds.
10. Make requisitions for supplies, equipment, and repairs as may be needed for proper operation of the school.
11. Evaluate and supervise all employees (certified and noncertified) under his/her direction in accordance with Board Policies, State Department of Education Regulations, and applicable law.
12. Comply with all applicable state/federal laws required of school principals.
13. Make periodic reports on all employees to the Superintendent.
14. Perform other duties as may be assigned by the Superintendent.

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Approved by Board of Education 8/18/92

Amended 1by Board of Education 1/14/95