

SCHOOL BUILDING ADMINISTRATION REGULATION*Building Principal*

Specific duties of Building Principals shall include the following:

1. *Instructional Programs*

- a. to work closely with the Superintendent of Schools, the Assistant Superintendent for Instruction, and other Principals in the development, implementation, supervision, evaluation and revision of instructional programs;
- b. to be responsible for the supervision/evaluation of the program in his/her building. Each instructional and supportive staff member shall be evaluated at least annually;
- c. to work cooperatively with the Superintendent in implementing decisions in areas such as inservice training programs, special subject programs, use and scheduling of personnel, systematic experimentation, testing programs, and program evaluation;
- d. to work closely with the Superintendent and District Office Administrators in formulating recommendations for staffing;
- e. to help correlate instruction between special and academic teachers and subject areas;
- f. to attend relevant conferences and maintain membership in professional organizations;
- g. to consult with the K-12 advisors as resource people;
- h. to provide leadership for new and expanded programs and concepts; and
- i. to perform other duties and responsibilities as assigned by the Superintendent.

2. *Personnel*

- a. to assign staff to work areas within the building;
- b. to plan and conduct building faculty meetings;
- c. to counsel teachers on personal and professional problems as they affect classroom performance and recommend procedures to follow in dealing with these problems;
- d. to counsel support staff members relative to performance and problems;
- e. to arrange for substitute personnel from approved districtwide lists;
- f. to plan and conduct orientation programs for new professional and support staff,
- g. to assist the Superintendent and District Office Administrators, in the recruitment, screening, and interviewing of personnel;

- h. to make recommendations to the Superintendent and District Office Administrators regarding continued employment or dismissal of staff members; and
- i. to encourage all employees to grow in their field.

3. *Management*

- a. to supervise the scheduling of teachers assigned to his or her building;
- b. to help prepare the building budget and, upon approval by the Superintendent: implement it;
- c. distribute materials and equipment within the framework of budget allotments;
- d. assume responsibility for the total school building and its contents;
- e. maintain an annual inventory of the building's equipment, books and supplies;
- f. to cooperate with the Transportation Supervisor in establishing regular and special transportation schedules;
- g. to supervise the maintenance of the building and report serious conditions to the Director of Facilities;
- h. to establish and supervise emergency management plans (fire drill, early dismissal, sheltering, etc.);
- i. to supervise the administration of standardized tests;
- j. to coordinate community use of the building and surrounding property within the framework of Board policy;
- k. to work cooperatively with the Food Service Supervisor in the operation of the school lunch program;
- l. to arrange for the supervision of student activities; and
- m. to issue bulletins to staff as needed and compile reports as required.

4. *Relations with Students and the Community*

- a. to be responsible for the maintenance of discipline within the building;
- b. to encourage an active community relations program;
- c. to encourage staff members to assist the PTA and other volunteer parent groups;
- d. to assign students to teachers and classrooms and be responsible for developing the master schedule;
- e. to maintain accurate student records; and

f. to participate in various school building and district activities.

Minimum Qualifications:

All Building Principals shall hold appropriate New York State certification.

The Superintendent shall seek applicants from both within and outside of the district. Principals shall be appointed by the Board upon the recommendation of the Superintendent, as provided by law.

Note: Prior policy, Policy Manual, 4110.1a-c, revised