

Policy No.: 304.05
Adopted: 1-12-2004
Reviewed: 10-20-2015

PRINCIPAL DUTIES

Principals shall be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center shall have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, shall be responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal shall be considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- Attends meetings of the board of education when needed;
- Inspects the buildings regularly and reports care, maintenance, safety, and security needs to the superintendent;
- Maintains all necessary records and submits reports as required by school law and as necessary so as to insure the proper operation of the school;
- Implements board policy and administrative rules and regulations;
- Interprets district policies and administrative rules and regulations;
- Organizes and conducts staff meetings on a regular basis;
- Assists the superintendent in the review of professional applications for the purpose of filling vacancies in the professional staff;
- Makes recommendations to the superintendent as to the renewal of contracts or the release of professional employees from contract;
- Notifies the superintendent by February 1 of the unsatisfactory performance of any teacher;
- Formally evaluate each teacher according to board policy, submitting these evaluations to the superintendent for review;
- Develops, organizes, and carry out in-service training for the professional staff;
- Supervision of the teachers in the principal's attendance center;
- Carries out the property and inventory programs for instructional materials, textbooks, and equipment;
- Secures certified substitutes for teachers who are absent;
- Works with the activities director in the development of a master calendar for all school activities;
- Represents the Elba Public Schools in relevant professional groups and organizations;
- Works with the counselor in developing a master schedule for the implementation of the educational program;
- Provides leadership in curriculum review and development;
- Participates in professional growth activities for improvement knowledge and skills through study, conference, and professional program;
- Evaluates the instructional program; and the special education program.
- Strives to build and maintain relationships with teachers and support personnel which are

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- characterized by a high degree of mutual support, open communication, and trust;
- Creates an open liaison between the community and the school;
- Reviews annually the Teacher Handbook and Student Handbook and revises if necessary;
- Supervises and directs the disciplinary and control aspects of the school in the building, on the school grounds, and at school events;
- Maintains a relationship with students which is characterized by trust, open communication, and respect;
- Conducts emergency evacuation drills as prescribed by Nebraska School Law or other state law;
- Expresses a interest in school activities by attending student activities or events, both as an assigned supervisor and an interested spectator;
- Makes regular classroom visitations in the performance of supervisory responsibilities;
- Administers staff assignments, curriculum and related programs in accordance with standards set forth for the approval and accreditation of Nebraska Schools;
- Develops and distributes communication bulletins for staff and students on a daily basis;
- Monitors and maintains student attendance records, taking action as necessary in upholding state law and board policy;
- Makes decisions regarding the dismissal of students in cases of illness or for leaving the school grounds for any other reason;
- Assists the superintendent in the maintenance of job descriptions for all certified professional staff;
- Suspends or recommends expulsion of students in compliance with State Laws;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory shall be reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;
- Perform such other duties as may be assigned by the superintendent of schools.

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This list of duties shall not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators shall consider the school district's financial condition as well as the needs of the students in the school district.

Cross Reference: Administrative Structure