

Descriptor Term: SCHOOL PRINCIPALS/BUILDING ADMINISTRATORS	Descriptor: CFA	Issued: DRAFT
	Rescinds: CFA	Issued: 11/24/03

Within the policies and administrative regulations approved by the Board and the requirements of law, the principal will be the administrative authority and instructional leader of an assigned school and will have the following responsibilities:

- Possess a thorough knowledge of all laws, regulations and policies governing the position.
- Communicate **regularly** ~~constantly~~ with staff, students, parents and community regarding the goals and mission of the school.
- Coordinate all administrative and supervisory activities that occur in the school.
- Coordinate the efforts of all licensed and classified personnel assigned to that **school** ~~campus~~.
- Administer policies of the Board in the assigned school.
- Educate staff regarding Board policies and administrative regulations.
- Inform the superintendent of conditions within the school.
- Prepare **and maintain** a detailed organization of the school.
- Assign staff members within the school to achieve the highest possible quality of educational leadership.
- Administer the instructional program.
- Establish safe and orderly operation of the school.
- **Recruit and recommend highly competent personnel with an awareness of the demographics of the district.**
- Involve staff, students and the community in formulating the goals and direction of the school.

The principal will receive all complaints from students, **parents**, or patrons that involve the school, investigate the issues, and seek resolution with the affected parties. In addition, the principal will refer to central administrators all cases that cannot be resolved satisfactorily.

The principal will not be absent from the school campus during the regular school day without notifying the superintendent, or designee, unless a designated licensed staff member has been placed in charge to assume the responsibilities of the principal.

The principal is responsible for the efficiency of all staff members assigned to that **school** ~~campus~~ and will evaluate personnel in accordance with the established policies of the Board. The principal is ultimately responsible for the validity of all personnel appraisals.

~~The principal is authorized to suspend students for a period not to exceed ten days and to recommend alternative placement or expulsion of students. The principal will work closely with school attendance officers to enforce compulsory attendance laws. If under any circumstance corporal punishment is administered in the school, it will be the responsibility of the principal and must be administered under conditions specified in the policy of the Board.~~