

Duchesne County School District - Policy Proposal

1.0710.02 Principal Administrative Duties

Existing Policy	Proposed Policy
<p data-bbox="110 382 527 415">1.0710.02 Administrative Duties</p> <p data-bbox="110 489 381 522">School principals shall:</p> <ol data-bbox="154 556 795 1984" style="list-style-type: none">1. Have primary responsibility for educational leadership in the school to which assigned. As chief administrative officers of the school and supervisor of its instructional program, the principal shall provide the leadership in creating and environment conducive to skillful creative teaching and optimum learning. In recognition of the value of the team approach, supervision should be identified through encouragement and support of the instructional program allowing opportunity for teacher growth and development.2. Be the administrative authority in the school within the limits of the law, Board regulations and instructions from the Superintendent.3. Be responsible for ordering approved supplies, textbooks, equipment, and all materials necessary to the operation of the school4. Conduct regularly scheduled faculty meetings and have a record kept of all proceedings.5. In accordance with policies, rules and regulations adopted by the Board, be responsible for the detained organization of the program of the school, for the assignment of duties to staff members and for the administration of the instructional program for the regular school year and during the extended summer programs.6. Supervise the instructional program through classroom observations and consultations with teachers and aides.7. Be responsible for assisting the administrative assistants and curriculum personnel in appraising, developing and evaluation the school curriculum and in planning, adapting and scheduling the courses of study for the students.8. Be responsible for the direction and supervision of the professional, classified and hourly staff working within the school building and provide annual evaluations for each member.9. Report immediately, in full and in writing, to the administrative offices any infringement of District property rights within the school or any injury to	<p data-bbox="828 382 1242 415">1.0710.02 Administrative Duties</p> <p data-bbox="828 489 1096 522">School principals shall:</p> <ol data-bbox="868 556 1510 1984" style="list-style-type: none">1. Have primary responsibility for educational leadership in the school to which they are assigned. As chief administrative officers of the school and supervisor of its instructional program, the principal shall provide the leadership in creating and environment conducive to skillful creative teaching and optimum learning. In recognition of the value of the team approach, supervision should be identified through encouragement and support of the instructional program allowing opportunity for teacher growth and development.2. Be the administrative authority in the school within the limits of the law, Board regulations and instructions from the Superintendent.3. Be responsible for ordering approved supplies, textbooks, equipment, and all materials necessary to the operation of the school4. Conduct regularly scheduled faculty meetings and have a record kept of all proceedings.5. In accordance with policies, rules, and regulations adopted by the Board, be responsible for the detailed organization of the program of the school, for the assignment of duties to staff members and for the administration of the instructional program for the regular school year and during the extended summer programs.6. Supervise the instructional program through classroom observations and consultations with teachers and aides.7. Be responsible for assisting the administrative assistants and curriculum personnel in appraising, developing and evaluating the school curriculum and in planning, adapting, and scheduling the courses of study for the students.8. Be responsible for the direction and supervision of the professional, classified and hourly staff working within the school building and provide annual evaluations for each member.9. Report immediately, in full and in writing, to the administrative offices any infringement of District

any pupil or member of the staff that may occur at a time or place wherein the rights or responsibilities of the schools may be involved.

10. Keep the Superintendent, appropriate assistant administrators and other administrative officers fully advised as to the conditions and needs of the school.
11. Make regular and thorough inspections accounting for school properties, and be responsible to the Superintendent for these properties.
12. Attend meetings as directed by the Superintendent.
13. Make available and review ~~all~~ school policies with the staff ~~at least annually~~. Inform the staff of school regulations as the Board enacts them.
14. Prepare a budget with which to operate the school. Be responsible for the administration of a system of accounting of all monies from student activities, cafeterias, student fees or fines, entertainments, gifts and from any student group within the school. This accounting shall be in accord with a central plan of accounts and carried out under the supervision of the Superintendent or the delegated authority.
15. Be responsible for taking all reasonable precautions to safeguard the staff and of the students in the school during school hours. Provide for the safety and care of children in case of fire, storm, or other sudden danger to the school plant and shall see that the students and teachers are adequately trained to carry out such plans during these occurrences.
16. Be responsible for organizing the resources of the school to provide supervision of ~~playground activities thirty (30) minutes prior to school, during school, and after the last bus leaves after school, and be responsible for supervision of the lunch room program and the noon hours,~~ in the best interests of the students and the staff.
17. Be responsible for the assignment of students to classes.
18. Develop a plan, together with the staff, to maintain effective control of students, enforcing rules in a manner that protects students' rights and the responsibility of the school and report to the Superintendent of the delegated authority any irregular types of punishment disapproved by Board policy.
19. Make recommendations for teacher dismissal within the school.

property rights within the school or any injury to any pupil or member of the staff that may occur at a time or place wherein the rights or responsibilities of the schools may be involved.

10. Keep the Superintendent, appropriate assistant administrators and other administrative officers fully advised as to the conditions and needs of the school.
11. Make regular and thorough inspections accounting for school properties, and be responsible to the Superintendent for these properties.
12. Attend meetings as directed by the Superintendent.
13. Make available and review **relevant** school policies with the staff **regularly**. Inform the staff of school regulations as the Board enacts them.
14. Prepare a budget with which to operate the school. Be responsible for the administration of a system of accounting of all monies from student activities, cafeterias, student fees or fines, entertainments, gifts and from any student group within the school. This accounting shall be in accord with a central plan of accounts and carried out under the supervision of the Superintendent or the delegated authority.
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16. Be responsible for organizing the resources of the school to provide supervision of **school activities that may include; playground activities before, during, and after school, supervision of the lunch program, assemblies, etc.** in the best interests of the students and the staff.
17. Be responsible for the assignment of students to classes.
18. Develop a plan, together with the staff, to maintain effective control of students, enforcing rules in a manner that protects students' rights and the responsibility of the school and report to the Superintendent of the delegated authority any irregular types of punishment disapproved by Board policy.
19. Make recommendations for teacher dismissal within the school.

20. As required, evaluate and report the efficiency of each member of the staff in the school in accordance with an established plan of teacher evaluation.
21. Carry out an ongoing public relations program by actively participating in parent-teacher groups, alerting medial to school events and assisting patrons to interpret school policy
22. Report to the appropriate assistant administrator any need for extended absence from school and the name of the person appointed to act in the absence of the principal.
23. Direct the activities of the custodial staff during the contract year and be responsible for the maintenance and repair of the school building.
 - a. Shall report all emergencies to the Superintendent or the assistant administrator for operations.
 - b. Shall be responsible for the safety of the physical facilities.
 - c. Shall conduct, in the presence of the custodian, a monthly building inspection. The inspection report, detailing all needed repairs, shall be submitted to the assistant administrator of operations in a timely manner.
24. Shall provide all new employees with sufficient information for them to complete their jobs.
25. Perform other duties as may be assigned by the Superintendent of schools.

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