

SCHOOL PRINCIPALS/BUILDING ADMINISTRATORS

Code **CFA** Issued **8/04**

Purpose: To establish the basic structure for the administrative operation of the schools.

It is the desire of the board that the superintendent hire individuals as building principals/directors who have the management skills necessary to assume the major responsibility for the day-to-day operation of the school buildings.

The principal/director -- within the limits of the law, board policy and instructions from the superintendent -- is the administrative authority of the assigned school. The principal/director is responsible for a thorough knowledge of all laws, regulations and instructions governing the position.

The principal/director will handle all complaints from patrons or ~~parents~~ parents/legal guardians which affect the school, investigate the same, and refer to the central administration all cases which cannot be adjusted satisfactorily.

Prime responsibilities of the principal/director include the following.

- ensuring that the skills and content taught in all classrooms are in accordance with state standards, as well as standards that are set out in the district strategic and accountability plan
- creating a learning environment that is appropriate for students
- assisting teachers in the implementation of an instructional program that is suitable for students
- evaluating the effectiveness of the instructional program as it is being implemented in the school
- evaluating the effectiveness of individual staff members
- arranging opportunities for staff members to improve their competencies as facilitators of learning
- managing the local school budget, class and building schedules, and the care of the facility
- communicating the goals, objectives and achievements of the school to the students, parents and staff

The district requires its superintendent and its building level principals to reside in Dillon County unless the board expressly allows otherwise for such an individual due to extenuating circumstances. Present staff employed prior to 1995 are excluded from this requirement.

Adopted 8/13/91; Revised 6/13/95, 8/10/04