

## **PRINCIPALS**

The school principalship is a key position in educational leadership. The Principal is responsible for the total education of the children in his/her buildings. He/She reports directly to and is responsible to the Superintendent of Schools. The authority of the Principal is delegated to him/her by the chief school administrator who has received his/her authority from the Board of education. The primary function of the Principal is to provide leadership so that the job of teaching can be successfully accomplished. The overall responsibility is to provide leadership which will encourage the staff, the community and the students to work together toward an excellent school program.

The responsibilities of the school principal can be subdivided into four general categories:

1. Improving the educational program by providing:
  - A. A reasonable climate of efficiency, cooperation, service and stimulation so that the school program can operate effectively.
  - B. Leadership and cooperation in evaluating the effectiveness of the total school program.
2. Selecting and developing personnel by:
  - A. Actively participating in staff selection or dismissal where necessary.
  - B. Working with the staff in the development and administration of sound personnel policies.
  - C. Helping the staff with their professional and personal problems.
  - D. Providing for the orientation of new staff members and for the maximum growth of both inexperienced and experienced staff members.
3. Working with the community by:
  - A. Knowing the community.
  - B. Taking an active part in the growth and improvement of the community and encouraging the staff to do likewise.
  - C. Facilitating community participation in the life of the school.
  - D. Providing for interpretation of the school to the community.
4. Managing the school by:
  - A. Developing an internal staff organization with clear lines of authority and responsibility.
  - B. Working with the staff to determine what supplies and facilities are needed and working with the superintendent and his staff to obtain these supplies and facilities.
  - C. Planning with the staff for efficient use and maintenance of existing supplies and facilities.

**PRINCIPALS (Cont.)**

Major specified powers and duties include:

1. Carry out policies and directives of the board of education with immediate responsibility to the superintendent.
2. Supervise, direct, and evaluate the work of assigned professional personnel, the general instructional program and classroom management, and assume responsibility for the proper assignment of duties and the placement of teachers.
3. Exercise general supervision over the school grounds, buildings, and equipment in order that a good and safe environment may be maintained.
4. Direct the work of the building custodians.