

Policy Subject DUTIES AND RESPONSIBILITIES OF PRINCIPALS	Location Code 302.4	Adoption Date 6/7/82
	Rescinds/Amends	Adopted

They shall serve as chief administrative and supervisory officers in their building. They shall organize in-service training for their professional staff. They shall make regular classroom visitations and confer with staff members after such visitations. They shall recommend teachers for retention and dismissal They shall be members of the personnel recruitment and interview team. They shall actively work to keep curriculum responsive to student and community needs. They shall be responsible for the scheduling of teachers and pupils and efficient building utilization. They shall be responsible for the supervision of classified staff members within the buildings and for the general care and maintenance of the building and grounds. They shall develop and implement a public relations program. The K-7 principals shall be directly responsible to the Director of Student Services and the 8-12 principals shall be directly responsible to the Director of Instruction. They may also be assigned other duties and responsibilities by the Superintendent of Schools.