

Principals

The principal is the chief administrative officer of the school to which he/she is assigned. To the people of the community, he/she is a representative of the Superintendent of Schools. The principal is directly responsible to the Superintendent and his/her staff for the general organization and the efficient administration of his/her school.

The principal is responsible for keeping appropriate records such as pupil attendance, payroll records, activity fund records, and state-owned textbooks. He/she is responsible for the validity, adequacy, accuracy, and safekeeping of all records which may be required by state or federal law and regulations or by the Board of Education and the Superintendent.

The principal is the chief public relations officer of the school. As such, he/she realizes that he/she and his/her school are integral parts of a school system, operating under the leadership of the Superintendent of Schools, whose responsibility it is to coordinate a multitude of efforts to keep the public informed about the goals, needs, and success of the school. The principal should recognize his/her opportunities to contribute to the total public relations of the school system. The principal and, under his/her leadership, the other employees in the building, occupy a unique position in public relations in that they are in close contact with the parents of the pupils. The various public meetings, group meetings with parents, and individual conferences are all avenues by which school employees may explain or interpret the objectives of public education, methods of teaching, and basic principles.

The principal is the chief supervisor of the building or school to which he/she is assigned. As such, he/she works cooperatively with teachers to identify and solve problems that are concerned with instruction and learning. As an administrator, the principal has the duty to provide reasonable safeguards to the health and general welfare of the pupil. As a supervisor, he/she deals with the more tangible factors concerned with teaching and learning.

The principal is responsible for the general quality of instruction and guidance in his/her school and must take the initiative in promoting an educational program consistent with the policies and principles of the Board of Education and Superintendent of Schools.

Above all, the principal is responsible for the establishment of an atmosphere conducive to learning. This, among other things, includes staff morale, good student discipline, and a safe environment.