

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

**DUTIES AND RESPONSIBILITIES OF THE
ELEMENTARY BUILDING PRINCIPAL**

The Elementary Building Principal is recognized as the instructional leader within the building(s) that he/she serves. Among the duties assigned to the building principal are the following:

1. To be responsible to the Superintendent of Schools for the successful completion of all duties and responsibilities.
2. To be the instructional leader of the buildings he/she serves.
3. To promote the continuing professional growth of elementary personnel through
 - a. Observing in the classrooms
 - b. Teaching demonstration lessons
 - c. Encouraging staff participation at conferences and seminars
 - d. Developing inservice programs
 - e. Assisting in the development of teachers' professional development plans
4. To lead in the selection and induction of new instructional and non-instructional staff for his/her building.
5. To supervise all instructional and non-instructional staff members.
6. To direct and supervise the operation of the building office, office personnel, and aides.
7. To plan for and orient all new building personnel.
8. To contact and orient substitute teachers for the building he/she serves.
9. To plan and conduct faculty meetings, serve as advisor for grade level meetings and as a resource person for special teacher groups.
10. To make decisions concerning teacher attendance at workshops and conferences.
11. To recommend head teachers for appointment.
12. To be thoroughly informed and knowledgeable about the educational program at all elementary grade levels within the building(s) and to ensure its delivery.
13. To advise and approve decisions regarding field trips.
14. To be involved in researching newer instructional techniques and methods and evaluating ones presently being used.
15. To monitor student behavior in the building and on the school bus.
16. To be responsible for the maintenance, proper care, and use of all school records.

17. To attend all IEP meetings, IST meetings, and, as needed, MDT meetings, and participate as appropriate.
18. To see that appropriate safety conditions are maintained throughout the building and that children are instructed in procedures for emergency situations.
19. To be responsible for storage, accounting, and distribution of all educational supplies within the building(s).
20. To help develop and administer the annual budget including the maintenance and improvement of facilities.
21. To work directly with the respective PTO's, attending all meetings and executive sessions.
22. To interpret the school programs to the community and strive for good public relations.
23. To attend all school board meetings and other meetings as directed by the Superintendent.
24. To be responsible for the administration of all board policies relating to the elementary schools.
25. To be responsible for all additional duties and responsibilities properly delegated by the Superintendent.

**Approved by Board of School Directors 10/05/98
Supersedes Policy dated 10/05/81**