

SUPERINTENDENT'S REGULATION 5-8.5 (D) DUTIES RELATING TO ADMINISTRATION, ORGANIZATION, AND SUPERVISION OF THE INSTRUCTIONAL PROGRAM

In order to develop a sound instructional program in the school, each principal shall:

1. be directly responsible for the organization, administration, and supervision of the instructional program within his/her school;
2. be responsible for the development of the course of study within his/her school and the addition and deletion of subjects offered in meeting the needs of students and of the community in general, subject to approval of the division superintendent;
3. carry on studies and investigations under the direction of the division superintendent to improve instructional procedures and methods within his/her school;
4. visit the classrooms in his/her school as frequently as possible to observe first hand the instructional methods, materials, and procedures used by teachers under his/her supervision. He/She shall give special attention to beginning and substitute teachers;
5. work out cooperatively with the appropriate supervisor, a program of in-service training and supervision for teachers in his/her school;
6. develop and continually review a program designed to improve instruction within his/her school; and
7. supervise and evaluate all school personnel.