

SCHOOL BUILDING ADMINISTRATION

The North Merrick Board of Education will employ and assign to each school under its supervision a full-time Building Principal holding the appropriate certification. Each Building Principal will be responsible to and under the supervision of the Superintendent of Schools.

The Building Principal is the chief instructional leader and chief administrator of each school and as such, supervises the daily operations of the individual school. It is the responsibility of the Principal to establish an atmosphere of academic excellence and mutual respect, and implement procedures to support and regularly assess instructional programs.

The Building Principal is to:

- improve the teaching and learning process so that students can achieve their educational potential.
- administer and implement instructional and curricular objectives within the scope of District policy.
- construct the master schedule.
- evaluate instructional and non-instructional staff.
- collaborate with the Director of Facilities to evaluate custodial staff.
- supervise the daily operations of the school.
- in conjunction with the Director of Facilities, be responsible for the care and safekeeping of their respective school building and grounds.
- oversee discipline of pupils in accordance with Board policy.
- enforce all rules and regulations of the Board and of the Superintendent of Schools.
- oversee the maintenance of records and compile reports as may be required by the Superintendent.
- establish positive communication with all members of the School Community.
- perform such other duties as the Superintendent may assign to them.
- incorporate staff input into the decision-making process, particularly in reference to professional staff development, budget development, and parent and student involvement.
- develop a proposed building budget for review by the Superintendent.