

ADMINISTRATION

Principals

A. Primary Function

A principal is responsible for the administration and supervision of school operations and its educational programs.

B. Evaluation

The School Board shall adopt for use by the Superintendent clearly defined written criteria for a performance evaluation process for principals, assistant principals, and supervisors that are consistent with the performance standards set forth in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents as provided in Virginia Code § 22.1-253.13:5, as amended, and that include, among other things: an assessment of such administrators' skills and knowledge; student academic progress and school gains in student learning; and effectiveness in addressing school safety and enforcing student discipline. Principals and assistant principals who have achieved continuing contract status shall be formally evaluated at least once every three years and evaluated informally at least once each year that they are not formally evaluated. Probationary principals and assistant principals shall be evaluated each school year. The Superintendent shall consider such evaluations , among other things, in making employment recommendations to the School Board pursuant to Virginia Code § 22.1-293, as amended.

C. Duties and Responsibilities

The principal shall be responsible to the Superintendent and shall represent the Superintendent in matters concerning the operation of the school. Only at the direction of the Superintendent or the School Board will central office staff have line authority over decisions or practices at the school site.

The principal shall set the standards and establish the ideals of the school within the framework as established by the Code of Virginia, Virginia Department of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10 *et seq.*, and School Board Policies and Division Regulations. The principal is responsible to the Superintendent and the School Board to operate the school in compliance with School Board Policies and Division Regulations, Virginia Department of Education Regulations and local, state and federal law.

Principals are designated as attendance officers for the School Division and shall act in accordance with the law as set forth in the legal reference below. The principal may designate other staff members to act as attendance officers at his or her school.

Editor's Note

~~See School Board Policy 2-42 and implementing regulations for the School Improvement Process.~~

~~See School Board Policy 2-49 and any implementing regulations for recruitment and selection of principals.~~

~~See School Board Regulation 2-53.1 for the evaluation of administrative personnel.~~

~~See School Board Policy 4-62 for procedures used to evaluate employees in which principals must be trained.~~

~~See School Board Policy 5-17 and any implementing regulations regarding Absences/Truancy/Parental Notification.~~

Legal Reference

Code of Virginia § 22.1-293, as amended. School boards authorized to employ principals and assistant principals; license required; powers and duties.

~~Virginia Department of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia~~, 8 VAC 20-131-110, *et seq.*, as amended, Standard and verified units of credit.

Code of Virginia § 22.1-294, as amended. Probationary terms of service for principals, assistant principals, and supervisors; evaluation; reassigning principal, assistant principal, or supervisor to teaching position.

Code of Virginia § 22.1-253.13:5, as amended. Standard 5. Quality of classroom instruction and educational leadership.

Virginia Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators, and Superintendents.

Code of Virginia § 22.1-260, as amended. Reports of children enrolled and not enrolled; nonattendance; ~~social security numbers required.~~

Code of Virginia § 22.1-261, as amended. Attendance officer to make list of children not enrolled; duties of attendance officer.

Code of Virginia § 22.1-262, as amended. Complaint to court when parent fails to comply with law.

Related Links

School Board [**Policy 2-42**](#)

School Board [**Policy 2-49**](#)

School Board [**Regulation 2-53.1**](#)

School Board [**Policy 4-62**](#)

School Board [**Policy 5-17**](#)

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APPROVED AS TO
LEGAL SUFFICIENCY

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