

Principals are responsible for management of their assigned school, including the conduct and work of pupils, teachers, custodians, supervisors, and other employees. Principals are responsible for the best possible building conditions for the instruction and training of children in their care. Principals shall assume the professional leadership of their teaching staff and shall undertake a program of constant interpretation of the educational program to all citizens in their service area.

Principals shall handle, insofar as possible, all problems arising within their school. The problems of staff should be taken to the building principal for guidance and solution. The principal, in turn, may seek the aid of the Superintendent.

Principals are exempt employees and as such their work is not subject to time clock conditions. The principals shall work such days and hours as their respective job responsibilities dictate and in accordance with their contract responsibilities.

Principals are responsible for carrying out District policy at a building level.

**Out-Of-Class Supervision**

Principals are responsible for arranging a schedule of teacher supervision of all activities on the playground and in and around the school building. Supervision should be provided for students before school, after school, at recess, at noon and in the bus lines.

**Care of Buildings and Property**

Principals shall be responsible for the care of the building and equipment under their charge. The principal should either be present or assign a responsible person to be present at all times the building is in use. Any major damage to buildings shall be reported to the Superintendent or the Superintendent’s designee and the principal may require adequate payment from pupils for damage to property caused by carelessness or willful destruction.

**Care of Money and Other Valuables**

Principals shall be responsible for keeping an accurate account of receipts and expenditures of all funds under their jurisdiction including the school lunch programs, student body funds, fees, athletic funds, and special drives. The principal shall repeatedly warn employees and pupils not to leave money in desks or lockers. Under no circumstances shall money be left in the buildings overnight except in the safe or vault.

Adopted:	February 3, 1986	NTSD Board of Directors
Amended:	January 19, 2010	NTPS Board of Directors
	January 10, 2023	