

DUTIES OF PRINCIPALS

The principal shall perform such duties as described herein:

- (1) Assume administrative responsibility and instructional leadership for the planning, management, operation, and evaluation of the educational program of the school to which he/she is assigned. Instructional personnel, school staff members and district administrators and/or staff shall assist the principal in developing the educational program of the school.
- (2) Assume administrative responsibility for developing the school budget and monitoring expenditures to ensure compliance with accepted accounting procedures, state law, school board rules, and district and school goals. For purposes of developing a school budget, each school shall be allocated funds based upon the weighted full-time equivalent students.
  - (a) The principal shall establish a budget advisory committee which shall be composed of teachers and staff members elected by school personnel, the principal and other appropriate school-based administrators, parents and, when appropriate, students of the school. The principal may appoint additional teachers and staff members to the committee in addition to those elected by school personnel.
  - (b) Each department and/or grade level shall be represented on the budget advisory committee.
  - (c) The recommendations of the budget advisory committee are advisory only and do not replace the ultimate authority or responsibility of the principal.
- (3) Assume administrative responsibility for developing athletic programs, schedules, seasons, and other matters related to school and district athletics.
  - (a) The principal may delegate some of these duties to an appropriate staff member.
  - (b) Teachers, coaches, and other staff members shall participate, as appropriate, in matters related to school and district athletics.
- (4) Assume administrative responsibility for developing school policies appropriate for the school, and for ensuring that such school policies are known and adhered to by school personnel. The entire school staff shall be involved, to the fullest extent possible, in developing, enforcing, and revising school policies.
  - (a) The principal shall establish a school policy committee which shall be composed of teachers and staff members elected by school personnel, the principal and other appropriate school-based administrators. The principal shall appoint to the committee parents and students when appropriate.
  - (b) The school policy committee shall recommend new or revised school policy to the principal for appropriate action.

- (c) The recommendations of the school policy committee are advisory and do not replace the ultimate authority or responsibility of the principal.
- (5) Submit recommendations to the superintendent regarding the appointment, assignment, promotion, transfer, and dismissal of all personnel assigned to the school.
- (6) Assume responsibility for the evaluation of all instructional and support staff assigned to his/her school.
- (7) Assume administrative responsibility for all records and reports required regarding students, for the transfer of students within the school, and for the promotion of students.
- (8) Have the authority to administer corporal punishment in accordance with the policies of the school board and to suspend students from school or the school bus in accordance with state law.
- (9) Conform to all laws; and all state board, school board and division policies and procedures.
- (10) Perform those duties that are necessary for the sanitation, safety, operation and management of the school and property.
- (11) Perform other duties assigned by the superintendent.

Legal Authority:

Sections ~~230.22(1), 230.32(3)~~ 1001.33, 1001.42, 1003.02, 1012.22, Florida Statutes

Law Implemented:

Sections ~~230.23(10)(d) and (f), 231.085~~ 1001.54, 1006.09, 1006.28(4), 1012.2315, 1012.28, Florida Statutes

History:

(Adopted -- April 10, 1984)

(Revised -- May 8, 1990, ~~xx-xx-xxxx~~)

(Effective Date -- ~~May 8, 1990~~ ~~xx-xx-xxxx~~)