

DUTIES OF AN ADMINISTRATOR

For the building and programs for which each administrator is assigned, each administrator's, duties shall include, but not limited to:

1. Planning for the improvement of the programs within areas of responsibility;
2. Monitoring and evaluating those programs on a regular basis;
3. Providing day-to-day instructional supervision and management of district personnel in their assigned building and areas of responsibility; delegating authority to responsible personnel to assume responsibility for their assigned school in the absence of the assigned district administrator;
4. Recommending to the superintendent budgetary, program, staff and other changes that will enhance the program of the District.
 - a. Participate in the selection, assignment and evaluation of school personnel;
 - b. Report to the superintendent regarding the needs of their assigned school with respect to personnel, equipment, supplies and curriculum.
5. Advising the superintendent of the impact of proposed policies of other actions on the program for which she/he is responsible.
6. Promoting effective working relationships with students, staff and patrons of the district.
 - a. Foster good interpersonal relations among students, staff and community.
 - b. Conduct building and program staff meetings to keep members informed of policy changes, new programs and all other school and district activities, directives and information.
7. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and
8. Promoting the professional growth and development of District staff.

Each District Administrator shall have duties responsibilities related to their specific program areas of assignment.

DUTIES OF SCHOOL PRINCIPALS

Each building shall have a principal who shall promote, direct and support the study and use of sound educational practices consistent with district beliefs, community desires and student needs and desires. Each building principal will be a part of the district administrative team.

The principal's duties include the following:

- Instructional leadership of the school
 - Day to day administration of general program areas and the building to which they are assigned
 - Responsibility for the day-to-day administration of the general program areas and building functions to which they are assigned
 - Direct supervision of all certified and classified staff members who spend more than one-half of their time working within the building
 - The responsibility for implementing district and administrative policy related to their assigned building functions where assigned
 - Planning for the improvement of the programs within areas of responsibility.
 - Monitoring and evaluating those programs on a regular basis
 - Recommend to the superintendent budgetary, program, staff and other changes that will enhance the program of the school and the district
 - Participate in the selection assignment and evaluation of all personnel under the direct supervision of the building principal
 - Advise the superintendent of the impact of proposed policies or other actions on the school and program of which she/he is responsible
 - Promote effective working relationships with students, staff and patrons of the school
 - Foster good interpersonal relations among students, staff and community
 - Conduct building and program staff meetings to keep members informed of policy changes, in programs and all other school and district activities, directives and information.
 - Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications.
 - Serve and function as an effective member of the district administrative team
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DUTIES OF SCHOOL PRINCIPALS

- Promote the professional growth and development of all district staff
- Provide for the effective and efficient use of parental-input
- Work with custodians and the maintenance director to keep the assigned building clean and in good repair
- Maintain a safe orderly environment where learning is the main focus
- Provide for activities as needed to keep a positive culture and climate in the school.
- Work with teachers, students and community members to:
 - Identify district, school and class learning outcomes.
 - Provide inservice as needed to assure that students, parents and teachers understand the learning outcomes and related assessment.
 - Develop appropriate assessment strategies by which we are able to determine if students have met the desired learning outcomes.
 - Select high quality textbooks and appropriate curriculum materials for use in teaching and learning the desired outcomes.
 - Align our curriculum and assessment strategies.
 - Report to the superintendent, board and community the progress students are making with the identified learning outcomes.
 - Lead all curriculum efforts as efficient, effective instructional leaders.
 - Keep current on state and national trends for the purpose of making curriculum recommendation that will keep our students competitive with other students.

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