

SCHOOL BUILDING ADMINISTRATION

The Principal is the chief school administrator in the actual day-to-day administration and supervision of the individual school building. The Principal's major responsibility is the improvement of the teaching-learning situation; their goal is to provide for the continued improvement of the total educational process so that the students may realize their full potential

The Principal's task is as follows:

- A. **Purpose.** All activities of the Principal have the single purpose of improving the instructional program for the students attending the school.
- B. **Shared responsibility.** The Principal is a member of the School Leadership Team and works with a number of line and staff members in the administrative and supervisory process. The members of the Superintendent's staff share this responsibility with the Principal at the district level and offer services to the Principal to further implement a program of supervision at the building level.

As educational leader of a school, the Principal is responsible for making use of, coordinating and directing all available instructional and supervisory services. Whenever possible, teachers should have a share in designing and carrying out plans for the efficient operation of the school.

- C. **Planning with supervisors.** Every director and coordinator has the privilege and the responsibility to visit every classroom within the area to which they are assigned. The scheduling of such visits, however, should be done cooperatively by the Principal and the director or coordinator.
- D. **Suspension.** Principals are authorized to suspend students up to a maximum of ten (10) days for infractions of school rules in accordance with school law and Board policy.
- E. **Duties and responsibilities.** The Principal will:
 - 1. Work with building staff to develop and improve the curriculum;
 - 2. Work with building staff to develop instructional goals and design a means to achieve them;
 - 3. Work with building staff in the formulation and execution of district policies relating to pupil classification, marking, reporting and promoting;
 - 4. Determine the need for a continuous program of supervision within the building;

5. Assume responsibility for a continuous program of in-service education for building staff members;
6. Keep building staff informed concerning new educational developments on the local, state and national level. Provide for the interchange of information and ideas among teachers and other staff;
7. Assist in the selection of facilities, equipment, books, furniture, supplies, etc., as required for the school. Provide leadership in the preparation and revision of instructional guides;
8. Discover and recommend prospective teaching and supervisory personnel; and
9. Participate in programs, exhibitions, and special demonstrations in the community and schools. Sponsor and coordinate home and school association activities and programs.

Legal Reference: 20-A MRSA §§ 1001(9), 13019(B)

Cross Reference: JK - Student Discipline
JKD - Suspension of Students

Adopted: Unknown

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