

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 2030
ADMINISTRATION

SCHOOL PRINCIPAL

1. As the executive head of his/her respective school, the school principal shall be directly responsible to the Superintendent for carrying out the general policies of the district as approved by the Superintendent and the Board of Trustees.
 - A. The principal reports to and is under the direct supervision of the Superintendent of Schools.
2. Managerial duties and authority:
 - A. He/she shall see that teachers are provided with a copy of a publication relating to district and individual policies.
 - B. He/she shall admit for enrollment and assign to their proper classes those children residing in their respective school zones, and others as directed by the Superintendent.
 - C. He/she shall notify and hold conferences with parents, whenever possible, in all discipline cases where pupils are repeated offenders.
 - D. He/she shall call such meetings of his/her associate teachers as may be necessary for conferences upon matters of instruction or discipline.
 - E. He/she shall enforce the adopted course of study with such exceptions as may be authorized by the Superintendent.
 - F. He/she shall complete regular evaluation reports for all teachers for whom such reports are required in accordance with the terms of any applicable negotiated agreement Board policy hereafter delineated.
 - G. He/she shall see that extra-curricular activities are properly organized and supervised.
 - H. He/she will assign to teachers and other school employees within his/her jurisdiction such duties as are necessary to maintain proper discipline in the buildings and on the grounds. He/she shall advise and assist teachers in difficult cases of discipline.
 - J. The principal is responsible for implementation of the current method of procuring substitutes.
Substitutes are to be selected from the list furnished by the Superintendent's office.
When no substitute is available from the list, the principal is to make such re-arrangement of his/her staff as will accommodate the absence of the regular teacher.
 - K. He/she shall see that his/her associate teachers make all required reports promptly and notify them of all rules, orders, and resolutions adopted by the

- Board of Trustees or of rules or orders issued by the Superintendent.
- L. He/she shall make written reports to the Superintendent of all monies collected and expended including interest earned. Any interest shall be deposited in the student body account to be used as determined by the principal. The net proceeds from admission charges to entertainments under school sponsorships must be applied exclusively to public school uses.
 - M. He/she shall submit all orders for textbooks and see that all requisitions for teacher and custodian supplies and equipment are signed and submitted on proper forms provided by the Superintendent's office.
 - N. He/she shall submit annually to the Superintendent a written request for all improvements, repairs, equipment and supplies needed for inclusion in the budget.

His/her request is to be submitted through the co-operation of teachers and others, as deemed necessary. Deadline for submission shall be designated by the Superintendent.
 - O. He/she shall supervise the custodian(s) assigned to the school in the discharge of their duties and coordinate efforts of other janitorial personnel assigned to his/her school.
 - P. He/she shall not permit advertisements and circulars, other than instructional circulars, bulletins, or those pre-approved by the Superintendent or his/her designee to be distributed among pupils or teachers on any school premises. (See solicitations).
 - Q. He/she shall assume responsibility for the school testing program.
 - R. He/she shall permit only such essay, speaking, athletic or other such contests in the school as may be approved by the Superintendent where such contests are requested and sponsored by agencies outside the school proper.
 - S. Information concerning pupils and interviews with pupils shall be limited to parents (custodial), legal guardians, and officers of the law, with the principal or a staff member present.
 - T. He/she shall conduct fire drills at least once a month as prescribed by law and other safety drills as directed. The hours and dates on which fire drills are given, together with the time necessary to evacuate the building shall be recorded by the principal of each school. The staff and pupils shall also be instructed on procedure in case of military attack, earthquake or other emergencies.
 - U. He/she shall set up and maintain accurate accounting procedures for all special accounts within his/her/her respective attendance areas or zones. These accounts shall be subject to audit, and monthly reports of these accounts shall be submitted to the Superintendent.
 - V. Other duties as assigned by the superintendent.

Instructional Leadership Duties and Authority

- A. He/she shall be responsible for supervision of instruction in his/her respective school. He/she shall visit teachers in their classrooms, hold conferences, conduct teachers' meetings, and make use of all other techniques of

supervision to the end that teaching may be improved and teachers stimulated to greater professional growth.

- B. Focuses on student learning.
- C. Is deeply involved with goal setting for student achievement.
- D. Meets regularly with teachers and teacher leaders to discuss curricular and instructional issues.
- E. Monitors student achievement results regularly.
- F. Creates, facilitates and monitors a structure for teacher collaboration.
- G. Creates, facilitates and monitors a structure for teacher leadership.
- H. Is goal driven and results oriented, and expects all employees to follow suit.
- I. Is well informed about current best practices, and assures they are implemented in the school.
- J. Is in classrooms regularly monitoring instruction.
- K. Is focused on continuous systemic improvement.