

**SUBJECT: DUTIES AND RESPONSIBILITIES OF THE K-12 BUILDING PRINCIPAL**

The duties and responsibilities of the School Building Principal shall be:

- a) To provide the required professional leadership and supervision in developing, organizing, coordinating, implementing, and managing the instructional program in grades K through 12 throughout the calendar year.

This includes:

1. Assisting teachers in improving their methods and techniques for teaching;
  2. Be visible and involved in all school functions to monitor student and staff activities;
  3. Providing for cooperative curriculum development, revision, and evaluation with the staff;
  4. Visiting classrooms, observing, and evaluating the teaching and non-teaching staff;
  5. Interpreting the curriculum to the staff and outline the plans to be carried out;
  6. Engaging in the on-going evaluation and testing of the effectiveness of the instructional program;
  7. Will work with the Superintendent in recruiting, interviewing, and securing instructional staff when vacancies occur. Will make recommendations to the Superintendent for retention or dismissal of instructional staff;
  8. Coordinating the selection, utilization, and maintenance of textbooks and other instructional materials;
  9. Cooperatively develop and implement programs of inservice training and teacher orientation;
  10. Give input for the development of a master schedule and the scheduling of teaching assignments and duties.
- b) To promote an environment of harmony and cooperativeness whereby the staff members can effectively work and obtain personal satisfaction in their positions;
1. To develop an effective rapport with the student body, yet maintain pupil order and discipline while enforcing the Code of Conduct;

(Continued)

## Administration

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(Cont'd.)**

2. To supervise the detention program or other methods of ensuring fair and consistent consequences for violations of school expectations;
  3. To work with staff in developing strategies that will assist students and minimize Code of Conduct violations.
- c) To be responsible for the execution of all policies of the Board of Education, the administrative directives of the Superintendent, and the terms of the Negotiated Agreements as they apply to pupils, staff, and program of the school.
  - d) To be responsible for the proper care and maintenance of sanitary and safety conditions in the building and school grounds.
  - e) To be involved with drills required by Commissioner's Regulations, law, or as directed by the Superintendent.
  - f) To prepare reports relative to the conditions and progress of the school program as required by the NYS Education Department and directed by the Superintendent and to prepare and maintain all reports appropriate to the administration of the building's progress.
  - g) To review and revise staff budget requisitions prior to submitting them to the Business Manager and Superintendent and to monitor the expenditure of funds after a budget has been adopted.
  - h) To organize and control all aspects of pupil personnel services in the school building. This requires working in concert with appropriate staff.
  - i) To plan and maintain a positive public relations program for interpreting the goals of the school to the community.
  - j) To develop short and long term goals for the principal and building programs involving the appropriate staff and provide that information to the Superintendent.
  - k) To work actively with parent-teacher organizations or support the shared decision-making body, and other groups dedicated to the improvement or support of the educational system.
  - l) To attend all Board meetings and perform such additional duties as assigned by the Superintendent or Board of Education.
  - m) To facilitate curriculum and education program articulation K-12 along with the Guidance Department of the school.

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- n) To serve as the District Designated Educational Official (DEO) regarding the SAVE legislation. To serve as a member of the Emergency Management Team and supervisory activities as directed by the Superintendent.
- o) To review the Student Handbook annually, along with information to be sent to parents and community members regarding operations of the school.