	<b>Huron School District #2-2</b>	Code: GCA-12 Professional Staff Positions – Elementary Principal
	Policies and Regulations	

### **Professional Staff Positions – Elementary Principal**

**Buchanan K-1, Madison 2-3, Washington 4-5, Huron Colony K-8, Riverside Colony K-8**


#### Appointment

1. The annual period of service shall be 260 days with paid vacation as determined by policies established by the board and/or contract as agreed by the board and principal.
2. The principal's immediate supervisor is the superintendent of schools.

#### Duties

The principal shall -

1. - be responsible to the superintendent for the general administration and supervision of the school and will work in close cooperation with the superintendent to carry out and enforce the policies of the board of education.
2. - consult with the superintendent before making a decision or adopting a course of action for which there is no policy or precedent.
3. - keep the staff, students, parents, superintendent, board, and the general public properly informed about the progress of the school.
4. - provide instructional leadership in establishing yearly goals, activities, and strategies for improving student achievement.
5. - instill a climate conducive to improved learning opportunities for all students and staff.
6. - coordinate the master schedule for the school.
7. - organize and plan staff meetings and other meetings necessary to effectively administer the school.
8. - supervise parent-teacher conferences, reports to parents, and communicate with superintendent on “grade appropriate” plans for parent events or organizations.
9. - be responsible for the supervision/evaluation of all school staff and shall make personnel recommendations to the superintendent including employment, assignment, and dismissal of personnel.
10. - supervise the school counseling program.
11. - in cooperation with the director of instruction - plan, develop, and maintain a comprehensive, up-to-date school academic program and shall be responsible for maintaining and improving standards of achievement under this program.
12. - in conjunction with the director of instruction - supervise all standardized testing programs in the building and plan for their subsequent use and follow-up.
13. - make recommendations to the superintendent relative to the general operation of the school. This may include recommendations concerning personnel, curriculum, organization, buildings and grounds, or any other items deemed necessary.
14. - carry out any additional duties or responsibilities as directed by the superintendent or board of education.

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15. - ensure accountability for all entities under his/her jurisdiction.
16. - complete all such reports and duties as may be required of him/her to the school board, superintendent, and all educational governing bodies.
17. - supervise the system of student accounting which shall include registration, attendance, tardiness, permanent records, report cards, and other pertinent records necessary for the successful operation of the school system.
18. - in cooperation with the director of special services - administer and monitor the special education program within the building.
19. - in cooperation with the director of ESL/Federal Programs, administer and monitor the ELL program within the building.
20. - make necessary arrangements for supervision of students before school, during instructional and non-instructional time, and after school.
21. - establish, supervise, and assist in maintaining the student discipline program in the school.
22. - cooperate with the business manager and staff to budget, requisition, and inventory supplies, materials, and equipment deemed necessary for success in all departments.
23. - in cooperation with the director of buildings and grounds - prepare and submit to the business manager identified facility needs and custodial staffing according to prescribed procedures and time schedules.
24. - be responsible for the rental of the school facility and shall keep records necessary to assure collection of rental fees and other payments to the office of the business manager.
25. - administer safety programs in cooperation with community agencies such as the fire department, the police department, the safety council, office of emergency management, and crisis & emergency response teams.
26. - in cooperation with the director of food service/nutrition - supervise the building's lunch program.
27. - in cooperation with the activities director - have general charge of all school co-curricular activities, including field trips, unless otherwise directed or limited by the superintendent.
28. - in cooperation with the director of transportation – develop plans for safe transfer and transportation of students.
29. - in cooperation with the director of technology – develop and implement plans for technology that will enhance teaching and increase student learning.
30. - keep abreast of current educational practices by reading and studying current literature, by visiting other educational institutions, by attending workshops, short courses, state or national meetings (on a rotational basis) or by any other means.
31. - recommend, each year, to the superintendent the names of students who have advanced to the next grade level or are retained with cause.