

ADMINISTRATION

6400

Principals and Vice Principals

Principals

Principals are the chief administrators of their assigned schools. The primary responsibility of Principals is to supervise the operation and management of their assigned schools and shall be under the direct supervision of the Superintendent. The majority of the Principals' time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding the school rules, accomplishments, practices, and policies with parents and teachers. Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, and communication between the school and the community. Principals will be evaluated on their instructional leadership ability and their ability to maintain a positive education and learning environment.

Principal's Qualifications

The principal shall exemplify the qualities of an educational leader and shall be responsible for the total operation of the school to which he/she is assigned.

Specifically some of his/her duties and function are as follows:

1. He/she shall be in charge of all employees, both professional and non-professional, either full or part-time basis, assigned to his/her school.
2. He/she shall be responsible for implementing general policies of the school system and directives for the Superintendent.
3. He/she shall or shall cause to have the curriculum of his/her assigned school continuously evaluated and upgraded either by staff or committee in cooperation with the Superintendent.
4. He/she evaluate all teachers on his/her staff by the deadline set for evaluations by Idaho Code.
5. He/she shall submit during the spring of each year a schedule of classes and tentative teacher assignments for the next year to the Superintendent for approval.
6. He/she shall or shall cause to have submitted to the Superintendent all reports as directed by the Superintendent.
7. He/she shall or shall cause to have maintained the records of students prescribed by board policy or the State Department of Education.
8. He/she shall be responsible for the administration of a system of accounting for all monies received and expended by his/her school. This system shall be in accordance with district policy.
9. He/she shall perform other duties as assigned by the Superintendent in accordance with school policies.
10. He/she shall be responsible for his/her buildings, discipline of pupils, conferences between students, parents, and teachers.

Vice Principal's Qualifications

The vice principal shall exemplify the qualities of an educational leader and shall be responsible for the operation of the school to which he/she is assigned.

Specifically some of the duties and function are as follows:

1. He/she shall be responsible for implementing general policies of the school district and directives from the Principal or the Superintendent.
2. He/she shall or shall cause to have submitted to the Principal or Superintendent all reports as requested by them.
3. He/she shall assist in maintaining the records of students prescribed by board policy or the State Department of Education.
4. He/she shall be responsible for the discipline of pupils, student attendance, and conferences between students, parents, and teachers.
5. He/she shall perform other duties as assigned by the Principal or Superintendent in accordance with school policies.

Legal Reference: I.C. § 33-513 Professional personnel

Policy History:

Adopted on: 7/15/09

Revised on: 9/14/11