

## ADMINISTRATOR DUTIES

Administrators shall be hired by the board to assist the superintendent in the day-to-day operations of the school district. Subject to the authority of the board and the Superintendent, the principals shall be responsible for the activities of the school, the day to day organization, the protection of school property, and shall have the authority to see that they are properly done.

Although the principals serve under the direction of the superintendent, duties of the principals may include, but not be limited to assigning these responsibilities and duties:

1. Classes to be taught.
2. Sponsorship and direction of out-of-class activities.
3. Supervision of pupils in halls, study halls, cafeteria, and school grounds.
4. Work on faculty committees and staff activities.
5. Assist the superintendent in the construction and maintenance of the general school budget.
6. Supervision and evaluation of the faculty and staff who are directly responsible to that principal

Specific duties of the principals:

1. The principal shall have control of the building level budget.
2. An up-to-date handbook of student regulation, graduation requirements, course descriptions, and other pertinent information shall be ready for students as they start the new term.
3. The principal shall have fire exit routes and alternate routes prepared for each classroom and teaching station and see that they are properly posted.
4. A tornado emergency procedure shall be developed.
5. Non-resident students shall be identified and reported by the end of the first week of school. The principal shall be aware of residency status changes of students throughout the year.
6. The principal shall be responsible for the student discipline throughout the building.
7. The principal shall be responsible for the attendance of students and teachers in his building.
8. The upkeep of the buildings, along with day-to-day custodial service, is the responsibility of the principal.
9. The principal shall furnish the various reports required by the accrediting agencies and by the superintendent's office.
10. The principal, working with the superintendent, shall identify long range goals for curriculum improvement for review and action by the Board of Education.
11. The principal shall cause to be completed such annual reports as classroom and equipment inventories, updating of policies and rules, requisitions, attendance reports,

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- term summary, building maintenance, and school records.
12. Extra curricular duties shall be organized and assigned by the principal.
  13. The principal shall supervise ticket sales and collection of fees, fines, and monies.
  14. He/she shall study cooperatively with the superintendent the need for curriculum changes and direct the evaluation of the instructional program.
  15. The principal shall maintain contact with curricular development and participate in special committees and projects for the improvement of instruction.
  16. The principal shall organize and administer a program of orientation for new teachers and in-service training for the faculty.
  17. The principal shall have the primary responsibility for evaluation of teachers.
  18. He/she shall share in the responsibility of clarifying and implementing personnel policy including the evaluation of teachers.
  19. The principal shall work with teachers to promote philosophy evaluating school achievement and reporting to the parents that which is consistent with the principle of student development.
  20. Administration and supervision of the school library services and instructional material center shall be the responsibility of the principal.
  21. The principal shall promote the professional growth of members of the faculty.
  22. He/she shall supervise the activities related to student evaluation, school marks and reports to parents.
  23. The principal shall work cooperatively in drafting budgetary needs for the school.
  24. The principal shall supervise curriculum projects.

### High School Principal – Additional Duties

#### Area of Responsibility

The principal in this position has as his/her major responsibilities the supervision of 7-12 staff, 7-12 students, and 7-12 curriculum. Attention needed in the area of 7-12 curriculum will be first directed to the high school principal.

The principal carries on the administrative policies of the superintendent commensurate with the authority of his position. In general, the principal relieves the superintendent of certain administrative duties and details, assists in the implementation of the school program and carries out administrative duties in the absence of the superintendent.

#### Other Specific Responsibilities:

1. Administer discipline involving student conferences, suspension and other corrective measures, including referral to the guidance department for students in grades 7-12.
2. Hold teacher and parent conferences regarding pupil conduct.
3. Supervise building and grounds during the school day and at any other time when high school-connected events are scheduled.
4. Handle high school student problems of a counseling nature referred by the nurse, counselor or teachers.
5. Conduct monthly fire drills and evaluate procedure.

Gibbon Public Schools

6. Grant student permits to leave the building as it relates to the high school student.
7. Organize and maintain lock and locker records for the student body.
8. Maintain adequate records of general discipline and student attendance in grades 7-12.
9. Notify parents of excessive absences and tardiness. Confer with parents concerning attendance problems and take appropriate counsel or referral action, grades 7-12.
10. Direct the preparation of miscellaneous student accounting reports.
11. Supervise and coordinate the administration of the high school student activities and student organization. Examples of activities are: Athletics 7-12, academic classes, yearbook, annual, FBLA, FCCLA, etc.
12. Arrange and schedule all personnel needed at each home activity, grades 7-12.
13. Maintain records and awards for the activity programs.
14. Schedule and provide supervision for school assemblies.
15. Compile daily student bulletins and supervise the public address system.

These responsibilities may be delegated to the athletic director and/or the bus supervisor who will work with the principal in completing these duties:

16. Schedule and contract all athletic contests in grades 7-12.
17. Contract officials for all athletic contests, grades 7-12.
18. Schedule all events into the school facilities and maintain the master school calendar.
19. Establish and submit an athletic budget, grades 7-12, to the superintendent and maintain financial management over the budget..
20. Schedule activity bus departures and athletic bus departures, grades 7-12.

#### Elementary Principal – Additional Duties

##### Area of Responsibility

The principal in this position has as his/her major responsibilities the supervision of staff, students, and curriculum in the area of Elementary Education. Attention needed in the area of PK-6 discipline, PK-6 noon duty supervision, PK-6 curriculum development, PK-6 staff evaluation, and PK-6 student activities will be first directed to the Elementary Principal.

The Elementary Principal carries on the administrative policies of the superintendent commensurate with the authority of his/her position. In general, the elementary principal assumes certain administrative duties and details, assists in the implementation of the school program and carries out administrative duties in accordance with Board of Education policy.

##### Other Specific Responsibilities:

1. Administers discipline involving student conferences, suspension and other corrective measures, including referral to the guidance department for students in grades K-6.
2. Holds teacher and parent conferences regarding pupil conduct and academic progress.

3. Supervises building and grounds during school day and at any other time when elementary connected events are scheduled.
4. Handles elementary student problems of a counseling nature referred by the nurse, a counselor, or teachers.
5. Grants student permits to leave the building as it relates to the elementary student.
6. Maintains adequate records of general discipline and student attendance in grades K-6.
7. Notifies parents of academic progress concerns. Confers with parents of academic progress concerns. Confers with parents concerning academic problems and takes appropriate counsel or referral actions grades K-6.
8. Supervises and coordinates:
  - A. K-6 Curriculum Development
  - B. K-6 Staff Evaluation
  - C. Title I Program
  - D. Special Education Programs
  - E. K-6 Budget

These lists of duties shall not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators shall consider the school district's financial condition as well as the needs of the students in the school district.

Cross Reference: 301 Administrative Structure