

**BOARD AGENDA ITEM**

**NOVEMBER 24, 2015**

**SUBJECT:**

Amendments to Policy CFA Schools Principals/Building Administrators  
– Final Reading

**BACKGROUND INFORMATION:**

The purpose of CFA is to establish the basic structure for the administrative operations of the schools.

**ADMINISTRATIVE CONSIDERATION:**

The amended policy will help principals and directors to coordinate daily activities as it relates to all who work in relationship to the school and to the teachers.

**RECOMMENDATIONS:**

Adopt on final reading the proposed amendments to Policy CFA – Principals/Building Administrators

**PREPARED BY:**

Shawn D. Foster

## **Policy CFA School Principals/Building Administrators**

Issued 9/01

Purpose: To establish the basic structure for the administrative operation of the schools.

It is the desire of the board that the superintendent hire individuals as building principals/directors who have the management skills necessary to assume the major responsibility for the day to day operations of the school buildings

The principal/director – within the limits of the law, board policy and instructions from the superintendent—is the administrative authority of the assigned school. The principal/director is responsible for a thorough knowledge of all laws, regulations and instruction governing the position.

The principal/director will coordinate all administrative and supervisory activities that occur within his or her building. The principal/director will be responsible for the coordination of the day to day needs/operations within their building as it relates to all who work in relationship to the school and to the teachers.

The principal/director will be responsible for the administration of district policies and administrative rules in the assigned school. The principal/director will be responsible for communicating policies and rules to the building staff.

The principal/director will keep the superintendent or his/her designee fully advised as to the condition of the school. The principal/director is responsible for the detailed organization of the school, the assignment of duties of staff members within the school, and the administration of the instructional program.

The principal/director will handle all complaints from patrons or parents/legal guardians which affect the school, investigate the same and refer to the district-level administration all cases which cannot be addressed satisfactorily at the school level or which warrant a higher authority involvement.

Prime responsibilities of the principal/director include the following.

- ensuring that the skills and content taught in all classrooms are in accordance with state standards, as well as standards that are set out in the district strategic and accountability plan
- creating a learning environment that is appropriate for students
- assisting teachers in the implementation of an instructional program that is suitable for students
- evaluating the effectiveness of the instructional program as it is being implemented in the school
- evaluating individual staff members through an interview and written documentation process
- arranging opportunities for staff members to improve their competencies as teachers
- managing the local school budget, class and building schedules, and the care of the facility
- communicating the goals, objectives and achievements of the school to the students, parents, and staff

Adopted 9/11/01

**C-5**  
**Attachment**