

PRINCIPALS' DUTIES

CDB

1. Principals and/or supervisors shall be directly responsible to the district administrator. They shall act in a consultative and advisory capacity to the administrator on matters pertaining to the formulation and execution of policy.
2. They shall meet with the administrator for conferences as often as he/she may require, keep accurate and complete records, delegate authority, and adequately supervise all academic and non-academic activities in relations with parents and the public.
3. They shall keep the administrator completely and continuously informed as to the condition of the schools and the activities therein.
4. They shall be responsible for the administrative detail of their respective building or buildings and enforce the rules and policies of the board, with the authority to call upon certified and non-certified personnel to this end.
5. They shall be fully responsible for decisions made in their respective building or buildings.
6. They shall establish rules for providing proper order in the buildings and on the grounds as agreed to in consultation with the administrator and shall be responsible for the neatness and cleanliness of the school premises.
7. They shall work cooperatively with the professional staff in the best interest of the students, through democratic administration and high professional standards.
8. They shall be responsible for the health and welfare of the students and professional staff as they may be affected by the physical conditions of the buildings and grounds.
9. They shall be responsible for assisting in the development of curriculum and in planning and adopting the courses of study in the best interest of students.
10. They shall be responsible for maintaining good public relations with the community and for fully utilizing the community resources to enrich the learning program.
11. They shall actively promote professional improvement.
12. They shall be responsible for the assignment of the professional staff at their respective buildings and see that equitable assignments of class work and extra class work are made. They should not over-assign a willing staff member or under-assign an unwilling staff member.

Initial Adoption: 1/12/09

Final Adoption: 2/9/09

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13. They shall be responsible for classification, placement, promotion or retention of students within the building.
14. They shall constantly appraise and evaluate their respective buildings.
15. They shall be responsible for the following in their respective buildings:
 - a. Monthly fire drills, time required to evacuate the building, and proper instructions to professional staff on use and location of fire extinguishers.
 - b. Tornado drills.
 - c. School enterprises and activities.
 - d. Parent-teacher organizations.
 - e. Professional staff meetings.
 - f. School exhibits.
 - g. School activities and the collection of all monies from such activities.
 - h. Flag displays.
16. They shall appoint someone to assume their responsibilities when out of the building.
17. They shall handle all complaints referred by the administrator affecting their building, investigate the same where facts seem to warrant, and refer to the administrator cases where they cannot adjust the situation satisfactorily.
18. They shall enroll all students on proper registration forms.
19. They shall be responsible for all matters of eligibility and all W.I.A.A. matters.
20. They shall arrange for all substitutes, notify the central office of substitutes employed, see that the central office is notified of all personnel and forward all forms for pay for substitutes to the central office.
21. They shall be responsible for the assembling and organizing of all student records showing grades and pertinent personnel data for each individual permanent record to be kept in the central office.
22. They shall be responsible for the enforcement of such codes of dress and behavior for the students under their control as are delineated in the Neillsville Student Handbook and/or others that the Board of Education may hereafter propose.

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