



## **Administrative Regulations Regarding Building Principal Responsibilities**

**Code 303.5-R**

The superintendent delegates responsibilities to the building principal. Thus, the building principal is responsible to the superintendent, or through assistants/designees in particular areas of operation as outlined by the superintendent. The building principal is responsible for the performance of their responsibilities following board policy, negotiated agreements and contracts, and local, state, and federal laws, regulations, and rules.

The building principal shall be an educational leader who promotes the success of all students by:

1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development.
3. Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
5. Acting with integrity, fairness, and in an ethical manner.
6. Understanding the profile of the community and responding to and influencing the larger political, social, economic, legal, and cultural context.

The building principal shall:

- Administer general school building policies and regulations as they may apply to students, licensed personnel, and classified personnel in their schools;
- Keep the superintendent informed of important accomplishments, needs, and problems in the field of administration, personnel, instruction, and school-community relations in the school to which they are assigned;
- Provide opportunity and leadership for those working with them to share techniques, understandings, and ideas for improving the school program;
- Organize administrative and other aspects of the school so as to free themselves as much as possible for the major tasks of evaluating and improving the instructional program;
- Evaluate the efficiency of teachers and other employees assigned to their building and report such evaluation to the superintendent, upon request;
- Foster good public relations between the school and community;
- Supervise, along with the teachers, students in the school building and on the school grounds;
- Maintain records of school activities;

- Keep the staff aware of policy discussions in order for them to contribute to the thinking of the administrative team;
- Handle emergency situations, as necessary and, in the absence of any specific rule or regulation, principals should exercise their best judgment, keeping the superintendent [or designee] informed;
- Be responsible for assisting in the development of the curricula and in the planning and adapting of the course of study to the needs and interests of the students;
- Appraise and evaluate the effectiveness of the instructional program with the help of the faculty, district support staff, consultants, and lay personnel;
- Supervise certified staff, cooperatively, using standard criteria; and
- Carryout special duties relating to the administration of the total district as assigned by the superintendent.

In executing these duties and others that the superintendent may delegate to them, the building principal shall consider the needs of the students in the school district as well as the district's financial condition.

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Adopted: 6/70

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Revised: 12/10; 11/11; 8/14

Related Policy (Code #): 300.1; 301.1; 303.1-3; 303.5; 304.1

Legal Reference (Code of Iowa): §§ 279.8, .21 (2013); 281 IAC 12.4