

*Building Principals*

*Title:*

School Principal

*Responsible to:*

Superintendent

*Function:*

Through use of leadership, supervisory, and administrative skills, the effective management of school and District programs in order to promote the educational development of each student.

*Authority:*

To direct and evaluate the performance of all personnel assigned to a building within existing guidelines established by the Pennsylvania Public School Code of 1949, as amended, Board Policy, Administrative Rules and Regulations, and Collective Bargaining Agreements.

*General Provisions:*

Shall be in complete charge of assigned school and shall be responsible for and shall have authority over the actions of students, instructional and non-instructional employees, visitors and persons hired to perform special tasks. The principal shall be the professional leader within the individual school and shall share the responsibility for curriculum development and improvement with the Director of Curriculum, Curriculum Supervisors, and the Superintendent of Schools.

Shall keep the Superintendent informed of activities in the school by regular monthly reports, advanced copies of programs of all special events, and copies of regular weekly staff bulletins.

*Responsibility:*

Exerts leadership in the effective implementation and adaptation of District programs to meet needs peculiar to the area of the community served.

Establishes and maintains an effective learning climate in the school.

Provides educational and personal leadership in building assigned for all staff and students.

Consults regularly with, and coordinates service of, resource people so that all classroom teachers receive effective assistance.

Acts as liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school life.

Plans, organizes and directs implementation of all school activities.

Assumes a leadership role in development of individual school budget.

Prepares or supervises the accurate preparation of reports, records, lists and all other paper work required or appropriate to the school's administration.

Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field.

Coordinates or supervises support services such as Secretarial-Clerical, Custodial, Food Service and Maintenance.

Works with appropriate members of Central Administrative Staff on school problems of more than in-school import, such as, but not limited to, Transportation and Special Services.

Performs other tasks and assumes such other responsibilities as the Superintendent may assign or delegate from time to time.

Reports to Superintendent

Adopted: August 1978

Revised: January 1996

Revised: September 2004

Revised: March 2011

Tredyffrin/Easttown School District