

## **SERIES 200 – ADMINISTRATION**

### **Building Principals – 230**

#### **Job Description of the K-6 Building Principal (233.1)**

#### **BASIC FUNCTION**

The K-6 Building Principal is directly responsible for all instructional, staff, and student activities in the K-6 portion of the building. The importance of the position is for the Elementary Principal to study the needs of the elementary children and staff, and provide services and opportunities as a result of that study.

**REPORTS TO:** District Administrator

**EVALUATION:** Refer to Board Policy 232.2

#### **SPECIFIC RESPONSIBILITIES**

A. Instructional Program

1. Shall be responsible for the assisting in the development of curriculum in the elementary school.
2. Constantly appraise and evaluate the K-6 instructional program.

B. Personnel

1. Shall be responsible for administrative detail concerning all certified and non-certified staff in the K-6 building.
2. Shall work cooperatively with the teaching staff for the best interest of children.
3. Shall actively promote professional growth.
4. Shall screen applicants, interview candidates, and select new employees for the for the K-6 building.
5. Conduct regular meetings of the faculty.
6. Shall evaluate and write performance reports on all certified and non-certified K-6 staff.

7. Collaborate with the 7-12 Principal to formulate rules and regulations for the staff, and create a handbook in reference to operation and function of the building.

C. Operations

1. Shall be responsible for the matters pertaining to the health and welfare of the children and teachers in the K-6 building.
2. Shall be responsible for the attendance, conduct, and discipline, including suspension, of students.
3. Shall not absent himself/herself from school without leaving a responsible person in charge to assume the K-6 Principal's responsibilities.
4. Shall be responsible for K-6 student activities.
5. Shall be responsible for a safe and well maintained playground.
6. Shall coordinate with the 7-12 Principal the following emergency plans:
  - a. A minimum of nine unannounced fire drills per school year with a recording of the time required to evacuate the building.
  - b. A minimum of one unannounced tornado drill per school year.
7. Be present during Parent/Teacher Conferences and Back to School Night.

D. Records and Information

1. Shall be responsible for the classifications, promotions, or retention of students within the K-6 building.
2. File necessary disciplinary actions including detentions, suspensions, and expulsions as per school policy.

Adopted: 3/13/06

Revised: 1/16/12