

303.05 Administrator Duties

Friday, August 11, 2023

ADMINISTRATOR DUTIES

The school principal is the educational leader of his/her building. He/she is responsible to the superintendent of schools for maintaining an orderly and effective teaching and learning environment for faculty and students.

The school principal will attend meetings of the board of education. From time to time the school principal may be requested by the board of education or the superintendent of schools to present information at board meetings concerning some phase of operation within the school, the results of curricular programs, the selection of textbooks, the results of testing programs, or such other matters as may be deemed as important.

The superintendent of schools shall evaluate the school principal at least twice each year during the individual's first three years of employment in the school district as a principal. More frequent evaluations may occur if deemed necessary. After each evaluation the superintendent of schools will hold a conference with the school principal. A written summary of the superintendent of schools' written evaluation of the school principal will be given to the individual evaluated and, unless the person's contract is not recommended for renewal, will be shared with the board of education. The salary and benefits for the school principal shall be determined annually. The contract shall be considered for renewal by the board of education in February or March of each year.