

PRINCIPALS

The school principalship is a key position in educational leadership. The principal reports directly to the superintendent of schools, who delegates authority to the principal. The primary function of the principal is to provide leadership that will encourage the staff, the community, and the students to work together toward an excellent school program.

The responsibilities of the school principal can be subdivided into four general categories:

1. The principal will have responsibility for the conduct of their respective schools and for the condition of the school premises. The principal will have the care and oversight of the buildings and grounds and will be held responsible for their protection on the part of the students.
 - A. School plant
 - B. Lunch room
 - C. Gym
 - D. Playground
2. The principal will have responsibility for organizing and administering the school to which assigned in conformity with the approved policies of the board and the superintendent.
3. The principal will have the responsibility of contributing to the formulation and a continuous evaluation of school policies, working cooperatively with the superintendent, other principals, teachers, and other personnel.
4. The principal will have the responsibility of cooperating with the superintendent in the supervision of all personnel assigned to their school.
5. The principal will have the responsibility of cooperating with the superintendent in evaluation, and transfer or dismissal of personnel.
6. The principal will have the responsibility to coordinate the services of the faculty and all other personnel operating within the school in the interest of good instruction and will acquaint the teaching staff with the course of study and see that it is properly followed.
7. The principal will have responsibility for all phases of student personnel administration within one's building. One will, through the faculty, see that all students are acquainted with the school rules and regulations pertaining to the students, so that students may have a clear understanding of the rules by which they are governed.
8. The principal will have the responsibility to plan and administer in-service training activities for the faculty of the school and cooperate in those involving teachers from the other schools.
9. The principal will have the responsibility to carry on, in cooperation with teachers, continuous research relative to the school's program.

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10. The principal will have the responsibility of cooperating with the superintendent in the preparation of curriculum guides and will be responsible for assisting teachers in their use.
11. The principal will have the responsibility to counsel with teachers on matters which pertain to their daily work, to their efficiency, and as a member of the faculty group, and to their plans for continuous professional growth. The principal will meet with teachers individually or as a group to discuss topics pertaining to all phases of their work as time and need may direct.
12. The principal will have the responsibility to advise and report on the proper operation and maintenance of the school. The principal will inspect the different rooms as often as necessary to ascertain their condition and see that the duties of custodians are properly performed.
13. The principal will have the responsibility to keep or cause to be kept, completely and accurately, all student records in the school. The records are to be available for reference to administrators and teachers for the interpretation to parents; the safe custody of records will be the principal's responsibility.
14. The principal will have the responsibility of cooperating with the superintendent in planning and administering the use of the school facilities during school hours, such as playground, lunchroom, gymnasium facilities, etc., and the supervision of students using the facilities so that maximum contribution is made to the well-being and the education of the students.
15. The principal will have the responsibility to organize and administer a plan for making available to teachers the instructional material provided.
16. The principal will have responsibility for the accurate accounting of money handled in connection with the school's activity program. Note: All activities should be placed on the calendar one week in advance. Short periods of notice must be approved by the principal or superintendent and an emergency must exist for such approval.
17. The principal will have responsibility for the accurate accounting of all textbooks, instructional material, and supplies as well as maintaining up-to-date inventories.
18. The principal will have the responsibility to carry on all phases of school organization and of student administration so as to build and maintain a favorable attitude toward the school on the part of its patrons.
19. The principal will have the responsibility to direct efforts in a constructive manner toward the coordination of all policies which constitute the rules and regulations of the board.
20. The principal will have the responsibility to maintain hours at the school office so that the office is opened not less than thirty minutes before the start of school and closed no sooner than thirty minutes after the close of school.

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- 21. The principal will have the responsibility to direct in the assigned school a program of evaluation as outlined in the overall plan for appraisal.
- 22. The principal will have responsibility for discipline of students at all school activities, home and away.
- 23. The principal will have responsibility for maintaining a record of athletic eligibility of the student and will notify the superintendent and coaches of any ineligible students.
- 24. The principal will comply with statw law in teacher evaluations.
- 25. The principal will have the responsibilities of the principal of each public school accredited by the State Department of Education or other secondary school and the head of each public accredited institution of higher education in the State of Oklahoma to notify the State Director of Vocational and Technical Education monthly of the name, address and age of any student withdrawing from such school or institution during the preceding month. Such report will be made on forms prescribed and furnished by the State Director of Vocational and Technical Education. (Secondary Principal)