

## SCHOOL BUILDING ADMINISTRATION

The Superintendent of Schools will delegate administrative authority to the Building Principal of each school and to his/her assistant(s) within the district's system for the internal management of the schools, within established Board of Education policy and administrative regulations.

The Building Principals shall be appointed by the Board upon the recommendation of the Superintendent. They shall be responsible to and serve under the direction of the Superintendent.

Subject to Board policies and the supervision of the Superintendent, each Building Principal, with respect to the school in his/her charge, shall

1. supervise instruction (including curriculum) and the teaching staff (including but not limited to evaluation) and jointly supervise special services with the Director of Special Services;
2. assign teachers and all other building personnel;
3. control and direct pupils;
4. supervise the keeping of all records and the preparation of reports;
5. supervise clerical and jointly supervise custodial employees with the Superintendent of Buildings and Grounds;
6. make recommendations for the purchase of books and supplies;
7. make recommendations as to the maintenance, repair and improvement of the building equipment and grounds; and
8. have the authority to requisition those items properly allowed for in the annual budget.

Building Principals shall perform such other duties as are assigned to them by the Superintendent and shall have the powers necessary for executing the policies of the Board and for enforcing rules determined by the Superintendent.

Adoption date: November 22, 1993