

Descriptor Term:
DUTIES OF THE PRINCIPAL

CGBA
ISSUE DATE: 05-22-2000
REVISED: 06-11-2018

In accordance with school board policy, the principal shall be the educational leader of the school and shall be properly endorsed and certified. Building level administration shall ensure that the school meets legal requirements, performance-based accreditation standards, and the goals and objectives of the district's educational plan. The superintendent assigns the responsibilities, authority and/or duties to the principal(s) as follows:

1. Attends School Executive Management Institute (SEMI) as required.
2. Implements and administers the instructional management plan in compliance with district administrative guidelines.
3. Ensures that the instructional management plan is used in all courses for which grades are given by organizing and supervising the teaching of classes, making regular visits to evaluate the methods of teaching being used, and conducting staff meetings necessary for the proper operation of the school.
4. Monitors the extent to which students are mastering the objectives in each subject area for which grades are given.
5. Recommends and implements adjustments in the instructional management plan based upon evaluation results by core objectives.
6. Ensures that all pupil promotion, retention and graduation decisions are made according to guidelines approved by the school board.
7. Ensures that every subject area for which students receive grades has evaluation procedures which test, at a minimum, the core objectives identified in the MS Curriculum Structure and any core objectives identified in the local instructional management plan. Each core objective will be measured at least once each year.
8. Is responsible for discipline at his/her school and at all school functions in accordance with the written rules about disciplinary procedures of the school which are distributed to parents, teachers and students.
9. Manages school activities to avoid interruption of the required school days and to restrain interruptions of the class setting.
10. Ensures that permanent and cumulative records for individual students contain academic achievement and other required data and are collected, maintained, and disseminated in compliance with Section 37-15-1 through 37-15-3, MS Code 1972, annotated, and the Family Educational Rights and Privacy Act of 1974 as amended, 20 USC1232.
11. Ensures that each classroom teacher, excluding vocational teachers in vocational centers, has a period of time during the "Teaching Day" unencumbered by instructional or supervisory responsibilities to be used for individual or departmental planning.
 - A. Individual teachers in grades 9-12 are limited to three (3) course preparations per day; four (4) preparations may be approved if the four (4) are in the same discipline area.

- B. If the school utilizes a traditional six-period or seven-period day schedule, the instructional planning time provided for secondary teachers is minimum of 225 minutes per week, exclusive of lunch period. If the school utilizes any form of a modular/block schedule, the instructional planning time provided is a minimum of either 225 minutes per week per instructional cycle, exclusive of lunch period.
 - C. Instructional planning time for the elementary school teacher is no less than 150 minutes per week, exclusive of the lunch period.
12. Ensures that the school does not accept students from schools or programs that are not accredited by a state or regional agency without examination on standardized achievement tests and/or teacher-made special subject tests to determine the grade level or class to which the student is assigned. (MS Code 37-15-33)
 13. Recommends on or before April 1 the certified and non-certified employees for the ensuing scholastic year. The principal ensures that all certificated teachers and administrators are properly certified and endorsed.
 14. Assures that the buildings and grounds of the school are clean, orderly and in good repair. Therefore, in accordance with School Board Policy EBI, the principal or his/her designee will conduct an inspection tour of his/her school buildings and grounds once a month during the school year.
 15. Properly maintains records and data and reports to the superintendent of schools concerning the administration of his/her school in compliance with the standards set down by School Board Policy, Mississippi Department of Education, and the law.
 16. Assigns duties and responsibilities as necessary to certified and non-certified personnel to ensure the efficient operation of the school in compliance with School Board Policy.
 17. Directs the management of and is responsible for all budgeted funds and other monies within his/her conforming to School Board Policy.
 18. Makes available to the staff a variety of sufficient resources and supplies necessary to implement the operational and educational program of the school.
 19. Carries out supervisory duties in the school building throughout the school day.
 20. Coordinates matters concerned with school facility use and maintains a calendar of events on any non-school organization or club using his/her school. Use of school facilities must follow the guidelines set forth in School Board Policy EBH.
 21. Gives approval to school organizations and clubs for use of school facilities prior to the date of the requested function. The principal or designee is responsible for attending all school-related activities sponsored by his/her school.
 22. Actively develops, promotes and maintains a positive partnership/working relationship with employees, administration, school board, and the community.
 23. Will perform an evaluation of each teacher, assistant principal and all other certified staff under their supervision as required by MDE. See Policy GBI.

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24. Will perform not less than 2 informal and 1 formal observations of all certified teachers. In the event that changes are made to the observation requirements by MDE, JCSD will abide by the MDE revisions.
25. Completes all other necessary and/or assigned duties as required by administration and school board.

Note: This policy is not limited and includes specifically the following additional policies. GADA, GAMB, JCAC, GBI, Procedures for Reporting Misconduct

LEGAL REF: Mississippi Code, Section 37-9-17; 37-15-1; 37-15-2; 37-15-3.
Accreditation Requirements of the State Board of Education