



3.10.011-AD School Principal Duties – General Administration

Under the supervision of designated offices of the district, and in the light of state law and rules and Board policies and regulations, the school principal shall fulfill his/her obligations in all areas of responsibility. The principal's duties shall include, but are not limited to, the following:

- (1) Meet district standard to promote the success of all staff and students by managing the daily operations of the school and its resources to assure a safe, efficient and effective learning environment;
- (2) Meet district standard to promote the success of all staff and students by acting in an ethical manner and demonstrating integrity, fairness and professional judgment;
- (3) Meet district standard to promote the success of all staff and students by understanding, responding to, and influencing the larger political, social, economic and cultural context;
- (4) Establish student, faculty and parent councils, as necessary, to assure communication among the various school and community groups and provide a systematic avenue for the discussion of school programs, practices and policies by all interested people in these groups;
- (5) Keep students, teachers and parents informed of the factors which affect decisions, thereby to gain increased understanding and support in all areas of the school program;
- (6) Establish and maintain a systematic plan for keeping of students' records on attendance, promotion and other matters, as required;
- (7) Direct a system of maintenance of records of the attendance of all employees assigned to the school and submit a personally signed report to the Offices of the superintendent at the end of each designated payroll period;
- (8) Devise plans and execute training programs which assure safe conduct of students and staff for fire, earthquake and/or other emergencies which may arise;
- (9) Report in full and in writing to the office of the designated supervisor any matter seriously affecting the welfare of the school or district;
- (10) Submit to the offices of the superintendent: (1) timely reports required for the district to comply with state law and rules on reporting enrollment; and (2) the names of all nonresident students found to have enrolled without authorization from Enrollment Services;

- (11) Fulfill the requirements of attendance supervisor as prescribed by law;
- (12) Administer the system of accounting for all monies from student activities, from student fees or fines, from entertainment, from gifts and from any other funds belonging to the school or to the student body or any student group within the school. This system of accounting will be in accordance with the central plan of accounts carried out under the supervision of the Offices of the superintendent and subject to periodic audit by the district Auditor;
- (13) In planning for the allocation of staff time, resources available and student academic needs, take available precautions to safeguard the health, safety and general welfare of the staff and students in the school;
- (14) Take emergency measures in the event of injury and report such injuries to the appropriate supervisor;
- (15) In concert with applicable school organizations and City of Portland agencies, devise practical actions available to increase student safety and to protect citizens and their property while students go to and from school. Principals are specifically delegated the authority within the resources provided to deploy security, supervisory and other personnel in a manner they deem most appropriate to protect the safety of students and staff considering the particular circumstances of their school and their educational and other duties;
- (16) Establish rules as may be necessary for the use of automobiles, motorcycles, bicycles, etc., of the employees and students;
- (17) Be responsible for administering Board policies and regulations;
- (18) Serve on district wide committees and in other district wide capacities as shall be assigned from time to time for the welfare of the district;
- (19) Assess the positive or negative effects of school plant and equipment on school programs;
- (20) Be responsible for evaluating and reporting the eligibility of the school's athletic team in accordance with the existing eligibility requirements of the Oregon School Activities Association;
- (21) Establish orderly procedures of accounting for and processing of lost and unclaimed articles;
- (22) Assure that in his/her absence an assistant administrator, in the case of high schools, or a teacher, in the case of elementary or middle schools without assistant administrators, is designated to be in charge of the school; only in the event of exceptional circumstances such as meetings of vice principals or other district obligations would there be less than two administrators in the high schools during the school day. Under no circumstances may a high school be without an appointed principal or vice principal during the school

day. Absences are to be for official business or recognized illness and emergency leaves only unless otherwise arranged with the designated supervisor;

- (23) Submit reports, as required by the district, and fulfill such other duties as may be from time to time assigned.

Policy Implemented:

History: Adpt. 6/71; Amd. 5/84; Amd. 3/28/93; Amd. 9/01/02

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Approved:  _____ Superintendent	<u>9/01/02</u> Date