

Administration

Principals

General Provisions

Each building principal shall act as the chief administrators for their own school buildings and grounds. They shall be responsible for and shall have authority over the actions of students, professional and non-professional employees, visitors, and persons hired to perform special tasks.

All principals shall keep the Superintendent informed of activities in the buildings by whatever means the Superintendent may by regulation require.

Functions

As requested by the Superintendent, each principal shall prepare and submit written reports, which may be distributed to Board members prior to or at regular meetings.

Principals shall attend meetings of the Board of Education when requested.

Legal Reference: Connecticut General Statutes

10-151(a)(2) Employment of teachers. Definitions. Tenure.

Administration

Principals

The Principal shall be responsible to the Superintendent of Schools. He/she shall develop the educational program of his/her school in accordance with the needs of the students and within the framework of the established policy for the total school system. The teachers and all other personnel of the school shall be directly responsible to the Principal for the satisfactory fulfillment of the duties assigned to them. The Principal shall administer and supervise his/her school in accordance with policies and regulations prescribed by the Board of Education and the Superintendent of Schools. The Principal shall have the following specific duties and responsibilities:

1. guide and encourage the school's professional personnel in their educational work and their professional growth, so as to secure continuous improvement of instruction and to promote healthy growth and adjustment of the students;
2. create an environment wherein teachers and students may achieve mutual understanding, a high sense of morale, and the best possible working conditions;
3. take all precautions to safeguard the safety, health, and well-being of students and staff members, including formulation of plans to meet emergencies;
4. be responsible for maintaining close and cooperative relations with parents and the community, and interpret them to the educational program of the school;
5. keep the Superintendent of Schools informed about the conditions and needs of the schools;
6. maintain an inventory of supplies, equipment and furniture within the school, estimate the annual financial requirements of the school in conjunction with preparation of the annual school budget, and submit requisitions for supplies, equipment, and other items required by the school;
7. provide for office hours within his/her school unit beyond the school year as needed in order to promote the best interests of his/her schools; and
8. perform such other duties as may be requested by the Superintendent of Schools.
9. participate in the development of the District Strategic Plan.

Administration

Principals (continued)

The Principal will be responsible for community relations, administration, business management, personnel, students, and instruction. The Principal further, will exercise direct control through his/her own office over those non-instructional functions which are performed; these would include custodial services, cafeteria operations, transportation, and maintenance of plant and grounds.

The Principal will also schedule and arrange through his/her own office the use of the school building and facilities by outside organizations based on approval policies or use by outside organization.

The Principal will attend system-wide Principals' meetings and will receive the information given to all Principals in the school system.

(cf. 1330 – Use of Facilities by Outside Organizations)