



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	ADMINISTRATIVE EMPLOYEES
TITLE:	PRINCIPALS/ASSISTANT PRINCIPALS: APPOINTMENT, FUNCTIONS, DUTIES, AND EVALUATION
ADOPTED:	3/22/17
REVISED:	

<p>Pol. 301</p> <p>SC 22.1 - 293</p>	<p align="center">307 - <u>PRINCIPALS/ASSISTANT PRINCIPALS: APPOINTMENT, FUNCTIONS, DUTIES, AND EVALUATION</u></p> <p>Section 1. <u>Purpose</u></p> <p>The School Board shall, upon recommendation of the Superintendent, appoint such individual school administrative and supervisory personnel as it shall deem necessary for the proper operation of the school system and school buildings.</p> <p>Section 2. <u>Authority</u></p> <p>All principals/assistant principals shall perform their duties and carry out their responsibilities in accordance with their respective job descriptions approved by the School Board.</p> <p>Section 3. <u>Appointment</u></p> <p>All principals/assistant principals shall be appointed from lists of qualified applicants in consideration of each candidate's particular qualifications and competencies for the position or positions under consideration. No candidates shall be considered who do not meet the qualifications and are certified.</p> <p>Section 4. <u>Functions</u></p> <p>The building principal shall be in charge of administration and supervision for each building. Building principals shall be directly responsible for the supervision of the staff, classroom instruction, programs, school climate, and the entire educational process of the school.</p> <p>Section 5. <u>Duties</u></p> <p>a. The building principal(s) and assistant principal(s) is/are responsible for development of plans, establishment of goals, implementation and assessment of programs, persons, and facilities which will enhance the education of all students in the school. The duties shall include, but not be limited to, the following and those specifically enumerated in the</p>
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administrative job descriptions which shall be periodically reviewed and updated:

1. Principals shall be responsible for the operation of the school to which they are assigned.
2. Principals shall see that the programs of the school are followed according to schedule.
3. Principals, with the administrative staff, shall cultivate public relations and shall, to the satisfaction of the Superintendent, keep abreast of educational trends and practices.
4. Principals shall cooperate with the teachers and staff in making suitable plans for the functioning of the school as a community unit.
5. Principals shall be responsible to the appropriate Central Office Administrator as indicated in the individual administrative job description and organizational chart.
6. Principals shall provide teacher supervision of pupils at all times.
7. Principals and administrative staff shall observe the work of each professional employee, keeping a written record of the date and time of such observations.
 - In the case of inefficiency, incompetency, or violation of laws on the part of a professional employee, the principal shall discuss these observations with the professional employee. If the professional employee is not successful in correcting same, a report shall be made to the appropriate Central Office Administrator and additional steps or consequences will occur.
 - The Principals and administrative staff shall also maintain a regular record of the outstanding and successful work performed by professional employees and shall report to the appropriate Central Office Administrator as necessary.
8. Principals shall report to the appropriate Central Office Administrator on severe disciplinary problems.
9. Principals shall, in cooperation with teachers and Central Office Administrators, plan and maintain special programs for the educational and recreational interests in the proper observance of special days and events occurring throughout the year.
10. Principals shall not, except with the approval of the appropriate Central

Office Administrator, permit the distribution of commercial advertising material or information.

11. Principals shall conduct fire drills on an average of once each month during the school year.
12. Principals shall be responsible for establishing and conducting teachers' meetings according to a time convenient to the daily schedule.
13. Principals are responsible for supervising the transportation program at their schools, maintaining an active extra-curricular program, and assisting in the coordination of intramural and inter-scholastic athletics.
14. Principals and other school personnel should cooperate within the scope of the Law, and with law enforcement officers calling upon the school.

b. Additional duties may be assigned by the Superintendent or his/her designee.

Section 6. Evaluation

The Assistant Superintendent of K-12 Education and the Supervisor of Elementary Education shall review the performance of each principal/assistant principal under his/her supervision. The review shall include, but not be limited to the administrative position description, the principal/assistant principal's objectives which are, mutually established by the two (2) individuals and other significant accomplishments of the administrator. The Pennsylvania Department of Education recommended evaluation procedures will be utilized.

References:

School Code – 24 P.S. – Sec. 22.1 – 293

Pol. 301

Replaces Policies:

2200

2210