

BUILDING ADMINISTRATORS' DUTIES

Administrators shall be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center shall have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, shall be responsible for the building and grounds, for pupils and school district personnel assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal shall be considered the professional advisor to the superintendent in matters pertaining to the principal's school. Other duties of the principal shall include, but not be limited to the following:

The principal shall serve under the direction of the superintendent and shall cooperate in the general organization and plan of procedure in the school under supervision;

Principals shall have, under the direction of the superintendent, immediate supervision of the teachers in the principals' respective schools or areas;

Principals shall keep all necessary records needed in carrying out their delegated duties;

Although the appointment of teachers is made by the board upon recommendation of the superintendent, the principal shall assist in the rating, recommending and selection of teachers whenever possible;

The principals and superintendent shall cooperate in determining courses to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;

Principals shall see that proper care is taken of all school books, supplies, materials, equipment and furniture. Any cases of intentional abuse or misuse shall be reported immediately to the superintendent;

Principals shall be required to instruct their teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory shall be filed with the superintendent;

Principals shall promptly investigate cases of excessive absence or tardiness of pupils; and principals shall notify the parents or guardians in cases of unexcused absence or excessive tardiness;

Principals shall make such reports from time to time as the superintendent may require;

Principals shall maintain the regular schedule of school hours established by the board and shall make

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no temporary changes in the schedule without the consent of the superintendent;

Principals shall promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;

Principals shall be called upon to contribute to the general policies and procedures of the school;

Principals shall perform such other duties as may be assigned by the superintendent of schools.

Legal Reference: Iowa Code §§279.8, .21, (2015).
281 Iowa Admin. Code 11.4 (9).
281 Iowa Admin. Code 43, 58.
281 Iowa Admin. Code 12.4 (5), .4 (6), .4 (7).

Cross Reference: 301 Administrative Structure
304 Administrative Personnel

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