

**Duties and Evaluation of the Principal**

**Duties of the Principal**

The day-to-day operation of the school shall be the Principals responsibility. S/he is governed by the policies of the District and is responsible for implementing the administrative procedures that relate to his/her assigned responsibilities.

The Principals duties shall include but not be limited to:

1. planning for the improvement of the program for which s/he is responsible;
2. evaluating that program regularly;
3. recommending to the Board of Trustees budgetary, program, staff and other changes that will enhance the program;
4. advising the Board of Trustees of the impact of proposed policies or other administrative actions on the programs for which he/she is responsible;
5. assisting his/her subordinates to improve their performance;
6. promoting effective working relationships with students, staff and patrons of the District;
7. maintaining a progressive community/staff relations program within his/her building or assigned area.
8. providing leadership for the function of the school in addition to his/her teaching duties;
9. keeping and depositing of student and program records;
10. acting as purchasing agent of the board for the purchase and management of instructional and program materials;
11. acting as the agent of the board and carrying out its dictates.

(For a complete list of the duties as stated in these policies of the Principal, see Appendix F-2.)

**Evaluation of Principal**

It is the goal of the district that the Principal be evaluated annually in order to provide guidance and direction to him/her in the performance of his/her assignment. Such evaluation shall be based on his/her job description, accomplishment of annual goals and performance objectives, and established evaluative criteria including staff, student and parent comments.

The Board of Trustees shall establish procedures for the conduct of the evaluation of the Principal. The Trustees may ask for assistance from the County Superintendent in establishing these procedures. Near the beginning of the school year, the Principal may be informed of the criteria to be used for evaluation purposes, including the adopted goals for the District.

Those involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated may have the right to submit and attach a written statement to his/her evaluation following the conference.

Cross Reference:                    5254 Non-renewal  
   5255 Disciplinary action or dismissal

Legal Reference:            10.55.701, ARM                    Board of Trustees

Policy History:  
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