

VALLEY STREAM UNION FREE SCHOOL DISTRICT 24**PRINCIPALS JOB DESCRIPTION**

- I. The chief officer in each building will be designated as the school principal.
- II. The Principal is a key person in the administrative and supervisory organization of the District. As such, he/she is the responsible head of the school unit to which he/she is assigned. Under the direction of the Superintendent, a school principal will have the following powers and shall discharge the following duties:
 - A. Responsibility for the organization, administration and control of his/her respective school and all activities therein.
 - B. Responsibility for the educational growth and advancement of the pupils within the school or schools to which he/she has been assigned as principal.
 - C. Assigning rooms and classes and extra duties to teachers.
 - D. Supervision of classroom and other instruction and responsibility for the adherence to the curriculum, as adopted by the Board of Education and Board of Regents of New York State.
 - E. Arranging for the employment of substitute teachers from the approved central office list using the Aesop program.
 - F. Certifying dates of staff absences and the payroll of secretaries, clerks, teachers and substitute teachers as requested by the Superintendent or whichever District Officer will, from time to time, have the responsibility for compiling and completing same on a District-wide basis.
 - G. Direction over all pupils, teachers, custodians, clerks, secretaries and all other school district employees working within his/her school.
 - H. Responsibility for the care and safekeeping of his/her building and grounds and all furniture, books, apparatus, equipment, supplies and other property appurtenant thereto.
 - I. Direction over the discipline of pupils in his/her school. In the event of insubordination, disorderly conduct, or of a physical or mental condition, or of conduct otherwise endangering the safety, morals, health or welfare of others, he/she will have the power, after consulting with the Superintendent, to suspend the offending pupil or pupils for a period not to exceed five days and

will forthwith report the proposed suspension in writing to the parents and to the Superintendent prior to the suspension going into affect.

- J. Responsibility for the keeping of all necessary staff and pupil attendance records.
- K. Reporting all non-resident pupils to the Superintendent's office immediately upon discovery of the fact of non-residence. He/she will see that all the rules are enforced.
- L. Make every effort to secure the cooperation of the parents in affecting the school's programs. He/she will consult with individual parents when, in his/her judgment, their cooperation is needed in fulfilling the purposes of the school for their child.
- M. Will see that his/her building is well-cleaned, heated and ventilated. Unsatisfactory service in this respect will be reported to the Supervisor of Buildings and Grounds.
- N. Will cooperate with directors, psychologists and special teachers who visit his/her building. In administrative matters, he/she will have general supervision over members of the staff.
- O. Responsibility for the general improvement of the teaching staff in the building, through the use of in service training, teachers' meetings, classroom visitation, suggested readings and the encouragement of other means of professional growth.
- P. Responsibility for all extracurricular activities and recreational programs and all matters connected therewith in his/her school.
- Q. Receiving all complaints of non-staff people affecting his/her school, investigating the same where facts seem to warrant investigation and, where possible, adjusting them. Cases that he/she cannot satisfactorily adjust will be referred to the Superintendent.
- R. Formally evaluating the services of each member of the staff in his/her school, as per employee-unit contracts, and being prepared at any time to render an informal evaluation report to the Superintendent.
- S. Assisting in the development of the requisitions of the annual budget items for his/her school and keeping business records and executing business forms as may be required.

- T. The Principals will meet regularly with the Superintendent of Schools. They will inform the Superintendent on any and all matters affecting the welfare of the schools.
- U. Act with the teachers and pupils to formulate a set of “operational procedures” of the school under his/her direction. These will be within the framework of the policies and curriculum established by the Board of Education and will, by inspection, ensure that they are carried out.
- V. The Principals are expected to attend all regular, public meetings of the Board of Education, and other special Board meetings as they are directed by the Superintendent of Schools to attend.
- W. Performs other relevant duties as prescribed by the Superintendent.

Board of Education:

Revised: October 18, 2017