

ADMINISTRATION: School Personnel

Principal

The school principal shall:

- a. Assume responsibility for defining the school's mission and communicating goals and expectations for the total school program using a participatory decision-making model
- b. Monitor the implementation of the curriculum of the Baltimore County Public Schools
- c. Coordinate the instructional program of the school in conjunction with the appropriate school and central office staff
- d. Supervise the instructional program of the school
- e. Supervise and evaluate the effectiveness of all school personnel as directed by the appraisal process
- f. Coordinate and supervise the program of extracurricular activities
- g. Provide leadership in emergency situations
- h. Assess the need for staff development for all school personnel and plan appropriate activities
- i. Provide a program designed for school-community coordination and keep open lines of communication between the community and the Board of Education
- j. Encourage the development and evaluation of innovative curricular programs at the local school level, in cooperation with appropriate school and central office professional staff
- k. Assume responsibility for the business management functions of the local school finances such as budget preparation, maintaining sound accounting practices, authorizing expenditures, establishing methods of handling cash funds, local fund-raising activities, and reporting expenditures to parents and students

- l. Serve as liaison between the school and the home, community, and support services, Board of Education, central staff, local governmental and private agencies in advancing the program of the school
- m. Be available to serve other schools in a consultative capacity in school program evaluations
- n. Work directly with students in developing positive student leadership through school and community activities
- o. Interpret the policies of the Board of Education and local school to the community served through a continuous flow of communications such as newsletters, public talks before community groups, and communications to students and parent associations
- p. Organize a plan for performing the following duties: community use of building, substitute teachers, student attendance, cafeteria operations, bus transportation, ordering, scheduling and inventorying of supplies, materials and media, student council and class activities, athletics, etc.
- q. Assign teachers and other staff members for the supervision of student activities and supervise after-school and nighttime activities
- r. Share in Board and staff policy making by offering personal suggestions, serving on committees, and submitting written reports on meetings attended
- s. Engage in professional activities which contribute to leadership development
- t. Determine and implement school organization, student placement and evaluation, services and programs that provide for the needs of children
- u. Assume leadership in sensitizing the staff to forces and trends which affect the educational program
- v. Monitor and assess the success of the school performance plan and student achievement and participation outcomes
- w. Administer and coordinate school discipline
- x. Assist the staff in the creation and implementation of their individual professional development plans

- y. Communicate effectively with students, staff, administrative and supervisory personnel, parents, and community
- z. Perform other duties as required.

Rule
Approved: 6/14/73
Revised: 4/9/81
Revised: 6/13/91]

Superintendent of Schools