

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

File:     CDB    

**THE BUILDING PRINCIPAL**

In addition to the items on the general job description, the Board of School Trustees desires that the following policy govern the role and operation of the individual building principal.

**Work Day** - The Superintendent of Schools is designated to fix a work day for building principals. The work day shall begin in a sufficient time prior to the opening of school, so as to provide for the proper supervision of students and coordinate the activities of the instructional staff, and shall continue beyond the dismissal time of school, so as to complete the work of the day.

**Evaluation of Certificated and Non-Certificated Personnel** - The principal shall evaluate all certificated and non-certificated personnel on a systematic basis and provide such written evaluations to the Director of Personnel as shall be required. The principal shall be definite in his/her evaluation of the employee's work, so that the employee may know what improvement should be made or expected to be made. The principal shall arrange periodic conferences as necessary through the year with all employees under his/her supervision for the purpose of evaluating the quality of work and giving suggestions for improvement.

**Administration** - The principal shall be responsible for the organization, administration, and supervision of his/her school. Any important changes in organization shall be made only after a conference with the appropriate central office personnel. Both teaching and non-teaching staff members in each building are under the direct supervision of the building principal during the school year - or - at any other time when the principal is under active contract.

**Communication** - The principal shall communicate to the teaching and non-teaching staff, parents, and pupils all instructions from the Superintendent of Schools and adopted policies of the Board of School Trustees which apply to them and, in loyalty, assist in having such instructions carried out.

**Community Relations** - The principal shall consider as one of his/her major responsibilities the development of effective community relations. He/she shall utilize whatever media appropriate to keep the public informed of school activities and shall provide leadership and encouragement for any groups or organizations working for the betterment of the schools.

**Records and Reports** - The principal shall see that all prescribed records are accurately kept and that necessary reports are made as required.

**Budget Estimates** - The principal shall submit to the appropriate business officer each year, on or before the date determined by the Business Office, a written estimate of the needs of the respective building for the following budget year. Estimates shall be detailed



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as requested on the forms provided. Such estimates will be considered by the Budget Committee in making up the budget for the appropriate year. The principal shall enlist the aid of teachers, as necessary, in compiling the budget estimate.

**Financial Obligations** - The principal shall not incur a financial obligation against the school corporation or present a confirming requisition without the prior approval of the Business Assistant-Purchasing and/or the Superintendent of Schools. The principal shall see that **no** employee under his/her supervision incurs a financial obligation against the school corporation or present a confirming requisition without said prior approval.

**Requisitions** - The principal shall approve all requisitions for materials for his/her school. Such requisitions will be checked by the authorized personnel, and if approved, the material will be provided as soon as practical thereafter.

**Posting Notices** - The principal may post notices of concerts, lectures, motion pictures, or other entertainment of educational worth at the discretion of the principal.

**Fire Drill** - The principal shall see that fire drills are given and reported to the appropriate central office administrator at least monthly as required by law. He/she shall provide adequate instructions (posted in each room) for the manner of evacuating the building. He shall also check the building at regular intervals to see that there are no safety hazards present.

**Canvassing, Soliciting, and Advertising** - The principal shall not permit canvassing or soliciting by agents or the distribution of advertising matter for any merely commercial use with the exception of drives conducted with the prior approval of the principal and a majority vote of the faculty. He/she shall not permit the sale of tickets for anything not connected with or managed by the schools and the giving of lectures, exhibitions, and demonstrations except those invited for a specific educational purpose.

**School Book Store** - The principal shall be responsible for the sale and/or rental of books and the sale of supplies to pupils in accordance with regulations developed by the Superintendent of Schools and/or Business Office.

**Use of Telephones** - School telephones are provided for school business, and the principal shall see that the use of the telephone during school hours is restricted to necessary school business except in cases of reasonable necessity.

**Traffic Around School Property** - Each building principal shall formulate a safety policy relative to traffic around school property. Staff members, students, and parents should be informed of this/her policy annually.

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**New Rules and Regulations** - It shall be the duty of each principal to clip any new rules and regulations from the bulletins that may be published and to place same in his/her copy of the book of Policies, Rules and Regulations until said are amended in accordance with School Board policy.

Adoption Date:        January 17, 1977

Legal Ref:

Cross Ref: