

## **Principals (Secondary)**

Building principals, under the direction of the Superintendent and under the supervision of the Assistant Superintendent for Human Resources and Administrative Services and the Assistant Superintendent for Curriculum and Instruction and Professional Development, shall be administratively responsible for the educational program and all other activities of the individual schools.

### **Specific Responsibilities**

1. Manage faculty, staff, and finances effectively.
2. Act as the instructional leader.
3. Evaluate the instructional program staff and faculty.
4. Communicate and demonstrate interpersonal skills with faculty, staff, students, and community.
5. Provide in-service education based on needs assessments.
6. Be responsible for the operation and maintenance of the school building; take proper care of all school property and equipment and provide an inventory of all property.
7. Provide supervision for all students.
8. Be responsible for the pupil welfare, discipline, proper relationships involving administration, teachers, and pupils.
9. Execute the policies of the Benton School District and carry out directions of the Superintendent.
10. Supervise all extracurricular activities of the school and coordinate activities with other schools of the Benton School District.
11. Perform other duties assigned by the Superintendent/and or Assistant Superintendent.

**12/4/14**