

## **P1215 ADMINISTRATION AND ORGANIZATION OF THE SCHOOL PROGRAM**

### **BOARD POLICY:**

**The building principal is the instructional leader and supervising administrator responsible for the total educational program of the building.**

Administrative Implemental Procedures:

The administrator of each building will:

1. Lead standards-based instruction through expert knowledge of effective learning theories and practices, and by modeling, coaching, and assisting teachers to support instructional improvement.
2. Facilitate a common and inclusive vision of learning by engaging staff, students, parents, site council, and community members.
3. Lead the staff in assessing the learning needs of students and in the use of data to inform and improve instruction that results in higher student achievement.
4. Assess the quality of classroom instruction by knowing and directing the implementation of successful instructional strategies school-wide, including an appropriate intervention program.
5. Develop, provide, and monitor relevant building professional development that aligns with school goals and district priorities.
6. Establish a professional learning community by engaging and developing faculty leadership that facilitates shared accountability for results and demonstrates the administrator's ability to influence people to improve their practice.
7. Consistently adhere to Board of Education policies. Provide direction for the achievement of goals set by the Board of Education and by Federal and State legislation.
8. Outline school-wide procedures necessary for effective student control and related disciplinary actions in accordance with all district policies.
9. Prepare master schedules and transportation schedules, develop and oversee building budget, develop school calendar, and communicate information needed for effective school operation.
10. Assume responsibility for the care and maintenance of the physical plant.

Administrative Responsibility: Learning Services

Latest Revision Date: December 2021

Previous Revision Date: June 2007 P1215