

Principals are the educational leaders of their buildings. They are responsible to the superintendent for maintaining an orderly and effective teaching and learning environment for faculty and students. The superintendent will convene a goal setting conference with each principal prior to the start of the school year and follow-up with goal attainment conferences in January and at the end of the school year. A summary of the superintendent’s written, narrative evaluation of each principal will be shared with the board at the regular February board meeting. In addition to an assessment of individual goal attainment and the contribution toward attaining board and administrative council goals, such evaluation will be based on job performance and each principal’s self-evaluation. The self-evaluation may, at the principal’s option, include formal feedback from the building staff.

Principals may obtain tenure in the district, after three consecutive years of satisfactory performance, as certificated staff members. Principal contracts will consist of 225 days and run from July 1 to June 30.

Responsibilities of building principals shall include, but not be limited to, the following:

1. Communicating with and leading the building staffs in the pursuit of common goals.
2. Participating in the development and implementation of district curriculum, text selection, and resource materials.
3. In consultation with the superintendent, recruiting, assigning, supervising, evaluating, and organizing in-service and staff development for all building staff.
4. Administrating effective programs for student discipline, grading, testing, promotion and placement, scheduling, record keeping, counseling, and extra-curriculum experiences
5. Working with parent organizations and developing newsletters, staff and student handbooks, and other necessary in-house communications
6. Submitting timely and necessary reports on personnel, schedules, curriculum, accreditation, special programs, budget, and for board meeting agendas
7. Developing and maintaining budgets, inventories, and replacement schedules for texts, supplies, equipment, and furnishings
8. Periodically inspecting buildings and grounds to insure a safe and functional environment for staff and students
9. Maintaining personal professional growth

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SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA