

Administration

Principal

The Principal shall be the chief administrator of the school. All personnel assigned to the building shall be directly responsible to the Principal of the school during the time they are working in the building.

The Principal is charged with the supervision and direction of the staff and students assigned to his/her building, and with care of the school facility and its equipment. He/she shall see that rules and regulations of the district, the policies of the Board, and the guidelines for the instructional program are observed. Within the framework of the policies of the Board and the general rules and regulations set by the Superintendent, the Principal may establish and enforce such rules as he/she deems advisable and necessary for the efficient operation of his/her school.

Policy adopted: January 14, 2009
Policy reviewed: November 9, 2022

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Administration

Principals

The Principal shall be responsible to the Superintendent of Schools. He/she shall develop the educational program of the school in accordance with the needs of the students and within the framework of the established policy for the total school system. The teachers and other designated personnel of the school shall be directly responsible to the Principal for the satisfactory fulfillment of the duties assigned to them. The Principal shall administer and supervise his/her school in accordance with policies and regulations prescribed by the Board of Education and the Superintendent of Schools. The Principal shall have the following specific duties and responsibilities:

1. guide and encourage the school's professional personnel in their educational work and their professional growth, so as to secure continuous improvement of instruction and to promote healthy growth and adjustment of the students;
2. create an environment wherein teachers and students may achieve mutual understanding, a high sense of morale, and the best possible working conditions;
3. take all precautions to safeguard the safety, health, and well-being of students and staff members, including formulation of plans to meet emergencies;
4. be responsible for maintaining close and cooperative relations with parents and the community, and interpret them to the educational program of the school;
5. keep the Superintendent of Schools informed about the conditions and needs of the schools;
6. maintain an inventory of supplies, equipment and furniture within the school, estimate the annual financial requirements of the school in conjunction with preparation of the annual school budget, and submit requisitions for supplies, equipment, and other items required by the school;
7. provide for office hours within his/her school unit beyond the school year as needed in order to promote the best interests of his/her schools; and
8. perform such other duties as may be requested by the Superintendent of Schools.

The Principal will be responsible for community relations, administration, business management, personnel, students, and instruction. The Principal further, will exercise direct control through his/her own office over those non-instructional functions which are performed; these would include custodial services, cafeteria operations, transportation, and maintenance of plant and grounds.

The Principal will also schedule and arrange through his/her own office the use of the school building and facilities by outside organizations.

Administration

~~Assistant Principal—Appointment~~

~~An Assistant Principal, as provided for by the Board of Education, shall be appointed by the Board of Education upon the recommendation by the Superintendent of Schools.~~

~~An Assistant Principal shall hold his/her appointment on the basis of a valid and appropriate Connecticut certificate.—~~

POLICY REMOVED NOVEMBER 9, 2022

Policy adopted: January 14, 2009 ANDOVER PUBLIC SCHOOLS
Andover, Connecticut