

V. The Elementary Principal

A. Qualifications: The elementary principal shall have all necessary qualifications as set forth by the State Department of Public Instruction. It is recommended that the elementary principal be a member of NDAESP.

B. Duties: The elementary principal shall be assigned administrative responsibilities in the elementary school. The relationship of the elementary principal to the superintendent shall be cooperative and direct lines of administrative and supervisory authority and responsibilities shall be clearly defined.

A. General administration of elementary principal:

1. Have general supervision of the elementary school.
2. Shall be familiar with the board policy pertaining to the school.
3. Supervise attendance procedure.
4. Assist in the selection of textbooks, equipment, and instructional materials for the elementary school.
5. Assist in establishing a research program to evaluate school program.

B. Principal's role in the elementary program:

1. Assist in developing and evaluating the curriculum program.
2. Assist in the preparation of the class schedule for the teachers.
3. Assist and evaluate the testing program of the elementary program.

C. Principal's function in regard to school personnel:

1. Assist in selection and retention of staff personnel.
2. Plan and lead elementary meetings.
3. Promote professional growth of teachers.
4. Supervise classroom instruction, include frequent classroom observations.
5. Assist in scheduling of practices and games for Pee Wee Sports and activities involving elementary students

D. Principal's role in regard to pupils:

1. Assume responsibility for the safety and welfare of pupils during the day.
2. Supervise pupil admission.
3. Provide for adequate report to parents on pupil progress. Assist with the planning of fall and spring Parent-Teacher Conferences.
4. Maintain discipline and assist teachers with problem pupils.