

## **SCHOOL FACULTY AND STAFF**

### **THE PRINCIPAL (HCPS POLICY 1120)**

The Principal is the administrative and instructional leader of the school and:

- ❖ is responsible for the operation of the entire school unit and is the final authority on all matters relating to school personnel, financial affairs, equipment, building, grounds, curriculum and instruction;
- ❖ recommends the appointment of faculty and staff members, guides and supervises instructional units, office procedures, extracurricular programs, and the athletic program;
- ❖ represents the school in professional meetings locally and on the state and national levels.
- ❖ has the authority and approves all organizations and activities;
- ❖ has power to delegate authority as seen fit but is responsible for seeing that instructions are carried out;
- ❖ works closely with the Superintendent and the staff and sees that policies adopted by the School Board are carried out within the school;
- ❖ assumes any other duties as assigned.

### **ASSISTANT PRINCIPAL II (CURRICULUM/ADMINISTRATION/MANAGEMENT)**

All Assistant Principal II's are directly responsible to the Principal and will, with the assistance of the department heads, provide leadership in curriculum study and development, coordination of in-service training, and the supervision of intern and teacher-aide programs.

The Assistant Principal II's will:

- ❖ assist in teacher evaluations, classroom supervision, and the preparation of accreditation reports;
- ❖ construct the master schedule;
- ❖ supervise the securing of substitute teachers, the covering of classes, and the maintenance of balanced classes;
- ❖ supervise and coordinate student activity programs and assemblies;
- ❖ keep an up-to-date calendar and schedule school events;
- ❖ supervise graduation activities;
- ❖ assist in supervising after-school and evening functions;
- ❖ supervise the custodial and lunchroom staff;
- ❖ supervise data processing operations, maintenance of property, instructional materials/textbooks and inventory records, and the issuance of bulletins and announcements;
- ❖ hold conferences with students, teachers and parents, relative to educational progress and problems;
- ❖ be acting principal in the absence of the Principal;
- ❖ assume any other duties as assigned.

### **ASSISTANT PRINCIPAL I (STUDENT AFFAIRS)**

The Assistant Principal for Student Affairs, as a member of the administrative staff of the school, will have authority commensurate with individual responsibilities in the area of administration, policy making, curriculum development, teacher evaluation, student activities and welfare, in-service training of teachers and public relations.

The Assistant Principal for Student Affairs will:

- ❖ be directly responsible to the Principal and shall be acting principal during the absence of the Principal and Assistant Principal II;
- ❖ assist in preparation of the master schedule and assist in student registration and scheduling, pupil accounting, and determining reasons for pupil absence and truancy;
- ❖ assume any other duties as assigned.

### **COMMUNITY SCHOOL ADMINISTRATOR**

The Community School Administrator will assume responsibility for the administration and supervision of the Adult and Community Education program.

The Community School Administrator will:

- ❖ maintain discipline and safety for students and all others using the facility during adult evening sessions;
- ❖ administer the adult instructional programs that allow learners to complete educational requirements and transition into a postsecondary education program or into the general workplace;
- ❖ select, supervise, and evaluate personnel assigned to the Adult and Community Education site with concurrence of the Principal;
- ❖ be responsible for the Adult and Community school site reporting, financial accountability, instructional unit management, instructional materials/textbooks and inventory records and property;
- ❖ be responsible for inventory and permanent record cards, monthly reports, membership reports, class schedules, and monies collected transmittal forms for audit purposes;
- ❖ assume responsibility for implementation and verification of assessment procedures and outcomes relative to adult students;
- ❖ promote programs and activities designed to enhance community involvement at the site;
- ❖ assume any other duties as assigned.

### **ASSISTANT PRINCIPAL FOR ELEMENTARY INSTRUCTION**

The Assistant Principal for Elementary Instruction will provide leadership in curriculum under the direction of the Principal, resulting in improved instructional practices and increased student achievement.

The Assistant Principal for Elementary Instruction will provide assistance to teachers in meeting students' educational needs by performing the following functions:

- ❖ organizing and coordinating the K-5 instructional program;
- ❖ monitoring and implementing the curriculum, including supervising instructional materials/textbooks and inventory record;
- ❖ supporting the instructional program through the evaluation process;
- ❖ assisting in administrative responsibilities under the direction of the Principal;
- ❖ assume any other duties as assigned.

### **POSITIONS ASSISTING THE PRINCIPAL AND FACULTY IN THE OPERATION OF THE SCHOOL INCLUDE:**

- ❖ Team Leader / Grade Level Chairman (K-5);
- ❖ Elementary Safety Sponsor (K-5);
- ❖ Team Leader (6-8);
- ❖ Subject Area Leader (6-8);
- ❖ Department Head (9-12).