

## INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL

### Principals

#### Appointment

The Principal shall be elected by the Board following nomination by the Superintendent. Should the Board fail to accept the nomination of the Superintendent, the Superintendent will be directed to present another name in nomination.

Candidates for the position of Principal will file a formal, written application with the Superintendent. All applications will be screened by the Superintendent and a number will be selected for interview by the Superintendent and the Board.

#### Functions

All building Principals shall be responsible for the oversight of the upkeep and maintenance of the school buildings and grounds to which they are assigned. They shall be responsible for and have authority over the actions of students, professional and non-professional employees, visitors, volunteers, and persons hired to perform special tasks.

All Principals shall keep the Superintendent informed of activities in their buildings by whatever means the Superintendent deems appropriate.

The Principal shall attend Board meetings if requested by the Superintendent or the Board.

**Adopted: October 10, 2002**  
**Reviewed: November 20, 2012**