

SUPT/CEO RESPONSIBILITIES IN THE CAPACITY OF
PRINCIPAL

Qualification

The Superintendent/Chief Executive Officer (CEO) must satisfy the Standards set by the Department of Education and Cultural Affairs to be the Principal of the Montrose School.

Duties

1. Shall supervise the appropriate School.
2. Shall assist with student discipline when called upon to do so.
3. Shall see that class schedules, including music and P.E. are made so that all requirements are met.
4. Shall see that proper supervision of students is scheduled for passing times, recesses, noon hour and before and after school bus loading/unloading, both in the buildings and on the playground.
5. Shall be responsible to see that inventories of equipment, supplies, and books in the appropriate levels are properly turned in.
6. Shall conduct fire and tornado drills.
7. Shall not permit agents, salesmen, or solicitors to occupy the time of teachers during school hours.
8. Shall be responsible for the selection of textbooks and other classroom materials.
9. Shall be responsible for the classification, promotion, or retention of students.
10. Shall monitor Special Services and arrange to attend IEP meetings of students.
11. Shall cause applications for Title I programs to be completed and filed with the State.
12. Shall collect and file weekly lesson plans from teachers.
13. Shall evaluate teachers and assist them to improve their instruction.
14. Shall hold and conduct Teachers Meetings.
15. Shall revise and prepare the Student Handbook each year.

Adoption date: February 9, 1998

Amended: November 12, 2007

Amended: December 10, 2018