

PRINCIPALS

Qualifications

1. Have a master's degree from an accredited institution with a major in school administration. The principal is required to hold the administrative certificate issued by the South Dakota Department of Education.
3. Principals shall have the general qualifications of a teacher in the state and have a bachelor's degree in the field of elementary education and a master's degree at the educational level for which he or she is serving as principal.

Duties of Principals

1. Shall be responsible to the Superintendent/Chief Executive Officer (CEO) of schools for all organization, administration, and supervision within his building.
2. Shall keep the Superintendent/Chief Executive Officer (CEO) completely and continuously informed as to the condition of the school and its activities therein.
3. Shall, through democratic administration and high professional standards, work cooperatively with the teaching staff for the best interest of the children.
4. Shall be responsible for assisting the development of the curriculum and in planning and adapting the course of study to the needs and interest of the children, subject to the approval of the Superintendent/Chief Executive Officer (CEO) and the Board.
5. Shall be responsible for the health and safety of the children and the teachers.
6. Shall be responsible for maintaining good public relations with the community and for utilizing fully the community resources to enrich the learning experience.
7. Shall be responsible for the requisitioning of supplies, textbooks, and all materials necessary to the operation of the school through the office of the Superintendent/Chief Executive Officer (CEO).
8. Shall be responsible for the classification, promotion or retention of students within the building according to the adopted Board policy on promotion or retention.
9. Shall be responsible for the following: 1. fire drills, 2. school enterprises and activities 3. staff meetings 4. school exhibits 5. organizing playgrounds 6. noon hours 7. lunchroom
10. Shall oversee the attendance, conduct, and health of the pupils while in school.

11. Shall perform such other duties as may be assigned by the Superintendent/Chief Executive Officer (CEO) of school.
12. Shall be directly responsible to the Superintendent/Chief Executive Officer (CEO).
13. Shall be responsible for the administration of the building or departments, as the case may be, and enforce the rules of the Board, and shall have the authority to call upon all certificated and non-certificated personnel to this end.
14. Shall meet with the Superintendent/Chief Executive Officer (CEO) for conferences as often as the Superintendent/Chief Executive Officer (CEO) may require; keep accurate and complete records, delegate authority, participate in curriculum studies, and be tactful in relations with parents and the public.
15. Shall establish rules for providing proper order in the building as may be agreed upon in consultation with the Superintendent/Chief Executive Officer (CEO).
16. Shall be fully responsible for decisions made in his respective building and department.
17. It shall be the duty of the principal to be present in the building at least thirty minutes prior to the beginning of the first scheduled class period and at least thirty minutes after the least regular scheduled class period.
18. Does not have the authority to dismiss school before the regular hour without the approval of the Superintendent/Chief Executive Officer (CEO).
19. Shall consider it an important phase of his/her work to promote health and safety education and to conform with regulations of the state fire marshal. The principal, along with the superintendent/chief executive officer (CEO), will conduct fire drills in accordance with state laws.
20. Shall have the authority to excuse any pupil on written request by parents, if he deems it advisable.
21. Removal of school furniture or equipment from the building for private use should not be done except with the approval of the Superintendent/Chief Executive Officer (CEO) and the Board.
22. Shall examine all class records and registers, given such directions will insure their being kept in the proper place. All class records should be kept in the Superintendent's/Chief Executive Officer's (CEO's) office at the close of the term. Records of teachers must be filed with the Superintendent as requested.

23. Shall not permit any of the time of teachers or that of the school to be occupied while at the school by agents or solicitors.
24. Shall be responsible for the supervision of the teachers under his/her jurisdiction and shall submit all information to the Superintendent/Chief Executive Officer (CEO) relative to achievement, performance, and fitness for position held. Observation file is confidential among teachers, principals, and the Superintendent/Chief Executive Officer (CEO).
25. The high school principal will submit eligibility list to the SDHSAA.
26. Shall be responsible for student discipline.
27. Shall hold the number of entertainments, parties, and so forth, to a minimum.
28. Subject to the approval of the superintendent/CEO, shall designate one person in each building who is employed in the building to act in his/her behalf when the principal, through business or illness, must be absent from the school.
29. Shall attend local, state, and national professional meetings at the request of the Superintendent/Chief Executive Officer and/or the Board.
30. Has the responsibility for student activities.
31. The middle school/high school principal shall be the acting CEO/chief executive officer) during a temporary absence of the superintendent/CEO, unless the Board specifically authorizes through formal board action a different person to act as temporary CEO/chief executive officer during the absence of the superintendent/CEO.

Adoption Date: February 9, 1998

Amended: November 12, 2007