

Policy CFA School Principals/Building Administrators

Issued 5/16

Purpose: To establish the basic structure for the organizational operation of the schools.

The superintendent shall hire individuals as principals who have the skills necessary to assume the major responsibility for the day-to-day operation of the school buildings and to meet the goals established for the school for which the principal is hired.

The principal shall operate within the limits of the law, board policy, and instructions from the superintendent. Within the school, the principal has operational authority. The principal is responsible for a thorough knowledge of all laws, policies, regulations, and instructions governing the position.

The principal shall handle all complaints, investigate the same, and refer to their supervisor all cases which cannot be resolved satisfactorily.

Prime responsibilities of the principal include the following.

- **employment of school level professional staff.**
- ensuring that the skills and content taught in all classrooms are in accordance with state academic standards and that students shall meet standards set out in the district strategic and accountability plans. creating a learning environment appropriate for students
- utilizing data to develop and monitor educational goals and initiatives that promote improved academic achievement for all students
- assisting teachers in implementing an instructional program suitable for students
- evaluating the effectiveness of the instructional program in the school
- evaluating the effectiveness of individual staff members and creating plans for improvement where needed
- arranging opportunities for staff members to improve their professional competence
- overseeing the local, special revenue and state, federal, and grant budgets within the guidelines and direction of the financial services department of the school district
- class and building schedules and the care of the facility
- communicating the goals, objectives, and achievements of the school to the students, parents/legal guardians, community, and staff

Adopted 8/8/05; Revised 5/23/16

Legal references:

S. C. Acts and Joint Resolutions:

1967 Act 340 - Creates the School District of Charleston County and abolishes the county board of education; sets forth the powers of the constituent district boards.

1978 Act 721 - Amends 1967 Act 340 to provide that principals shall be appointed by the board of the Charleston County School District.

Charleston County School District
