

PLAINFIELD PUBLIC SCHOOLS

SCHOOL BUILDING ADMINISTRATION

The official in charge of each school building within the Plainfield Public Schools will be the building principal responsible to the Superintendent or the Superintendent's designee. The principal's duties include informing teachers and other employees of the policies and regulations of the Board and procedures issued by the Superintendent and central office administrators. Responsibilities also include informing the Superintendent and central office administrators of developments, situations and activities at the building level.

From the point of view of the Board of Education a school principal has one central compelling goal and that is to promote the educational needs of pupils. The primary and most important responsibility of the principal is to serve as instructional leader of the school. This requires that major portions of his or her time be spent in:

1. Setting specific learning objectives and implementing thoughtful assessments: aligning instruction with standards, setting school goals for student performance, measuring progress against those goals, and making adjustments in school programs to improve overall and individual performance.
2. Supporting, evaluating and developing teacher quality: coordinating the curriculum and teaching program, monitoring and evaluating teacher practice, promoting and planning teacher professional development, and supporting collaborative work cultures.
3. Strategically using resources and aligning them with instructional purposes to focus all operational activities within the school on improving teaching and learning.
4. Cultivating partnerships with parents, the school community, other schools, and social agencies to foster greater cohesion among parties concerning the achievement and well-being of every student.

Adopted: 8/11/87
Revised: 10/14/09
Reaffirm: 9/11/13