

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: Policy 304

Responsible Office: ASSISTANT SUPERINTENDENT FOR INSTRUCTIONAL SERVICES

DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL

A. PURPOSE

To establish clear expectations regarding the duties and responsibilities of the principal.

B. ISSUE

The Anne Arundel County Board of Education recognizes the important role of the principal in the success of the school and its students. The principal manages all aspects of a school's instructional program and operations.

C. POSITION

1. The principal is appointed by the Board on the recommendation of the Superintendent and serves at the direction and under the administrative authority of the Superintendent or the designee of the Superintendent as the administrative and instructional leader of the school.
2. The principal is charged with implementing an effective program of education related to the needs of the student population served by the school; is responsible for implementing at the local school level the instructional programs, policies, rules, regulations, guidelines, procedures and agreements established by the Board; and is responsible for ensuring local school compliance with all applicable Federal and State laws and Maryland State Board of Education Policies and Bylaws.
3. To the principal is delegated, by the Board, and in some cases by State law, certain and specific powers and authorities relating to the effective management of the school:
 - a. local school implementation of all policies of the State and County Boards of Education, the school laws of Maryland, and provisions of all negotiated agreements;
 - b. direction of the instructional program of the school;

- c. interpretation of the school program to the local community and enlistment of public support for education;
 - d. participation in the assignment of all local school employees;
 - e. immediate supervision, evaluation, and rating of the performance of all local school employees, along with additional assistance and input provided by appropriate central office staff;
 - f. provision of materials of instruction and assistance to teachers in the effective use of these materials;
 - g. assurance of the cleanliness and proper maintenance of the school plant, grounds, and equipment; and
 - h. provision of a safe and orderly teaching and learning environment.
4. The Superintendent and Board hold the principal as the person primarily responsible for the health, safety, and welfare of every student within the school during school hours and while engaged in any activity, which is sponsored by the school. However, it is recognized that, in emergency situations, a principal's responsibilities extend beyond regular school hours of operation and school-sponsored activities.
5. The decisions of a principal regarding specific interpretation or implementation of programs, policies, and procedures of the Board should be aligned with a standard, cohesive, countywide approach to these matters throughout the school system. In such cases, direction from the appropriate director, assistant superintendent, the deputy superintendent or the Superintendent will constitute and comprise local school action.
6. Assistance will be provided to the principal to meet these responsibilities through support from the central office staff.
7. The decisions of any principal may be appealed through the standard complaint or grievance process. A decision made by central office staff may be appealed to the next appropriate level up to and including the Board.

D. IMPLEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

Policy History: Adopted on 1/17/07.

Note previous policy history: Replaces Policy 304, adopted 8/6/47 and revised 11/20/89.