

## **School Building Administrators**

The Board will authorize the appointment of administrators to ensure that each school building in the District is supported. The Superintendent will have the authority to appoint or reassign school building administrators to a position for which they are certified. If reassignment of a current administrator is deemed appropriate, the affected administrator will be informed as promptly as possible. Prior to the action, a conference will be held between the administrator and the immediate supervisor to discuss the reasons for the reassignment. The release of an administrator from his/her contract will be pursuant to Iowa Code.

The principal will be the instructional leader and chief administrator of a designated school. Accordingly, the principal will be responsible for and have authority over all students and staff assigned to the building, and also will be responsible for all activities carried on within his/her jurisdiction, except in cases specifically exempted. Furthermore, the principal will be expected to operate the school in compliance with pertinent laws, agency regulations, District policies, regulations, procedures, and directives of central administration. In carrying out their responsibilities, principals will be accountable to the Superintendent, either directly, or through District-level administrators in particular areas of operation.

When associate principals are assigned to schools, principals will delegate appropriate segments of school administration, and will empower the associate principals with sufficient authority to make decisions and take actions as required within their assigned area of responsibility. Each associate principal will be accountable to the Superintendent through the principal and appropriate District level administrator.

The basic responsibilities of the principals and associate principals will be specified in written position descriptions. It is the responsibility of these administrators to uphold Board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the Board.

Code of Iowa: §§ 279.8, .21, .23A  
Iowa Administrative Code: 281, 12.4(5), .4(6), .4(7)

Approved: 11-13-78  
Reviewed: 03-13-89  
Revised: 08-10-92  
Reviewed: 01-22-96  
Revised: 10-26-98  
Reviewed: 05-27-03  
Revised: 06-14-10  
04-25-16  
01-25-2021