

SCHOOL BUILDING ADMINISTRATION

Each school under the supervision of the Berlin Central School District Board of Education shall be supervised by a principal holding the appropriate certification and appointed in a manner consistent with the Education Law.

The principal shall be the chief educational leader and chief administrator of each school and as such, supervises the daily operations of the individual school. It is the responsibility of the principal to establish an atmosphere of academic excellence and mutual respect, and implement procedures to support and regularly assess instructional programs.

The principal shall improve the teaching and learning processes so that students can achieve their educational goals and potential. The Board of Education encourages principals to exercise discretion regarding building- level decision making, the goal of which is to provide consistent administration and management of the building and the personnel and students assigned to it. Principals shall be responsible for the implementation of laws, rules, regulations and district policies and procedures in their school buildings. This will include supervision over scheduling, allocation of resources, curriculum revisions, building-level staff evaluations, as well as the day-to-day operations of the school.

Principals shall incorporate faculty, staff, parental and community input into the decision-making process in a manner consistent with State law and regulations, district policy and the shared decision making plan.

In consultation with the Board of Education, the superintendent shall prepare a job description and an annual performance program for each principal that should clearly describe performance expectations of the principal for the coming year. The Superintendent shall also conduct an annual evaluation of the administrative staff of the district.

References

Education Law § § 2509; 2573; 3012
8 NYCRR § 100.2(a)