

# Board Policy

Code No. 304.5

## ADMINISTRATIVE DUTIES

Administrators shall be hired by the Board to assist the Superintendent in the day-to-day and leadership operations of the school district.

Each attendance center shall have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, shall be responsible for:

- the building and grounds
- students and school district personnel assigned to the attendance center
- school activities in the attendance center
- the educational program offered in the attendance center
- the budget for the attendance center
- leading the educational programs
- extending school improvement efforts

The principal shall be considered the professional adviser to the Superintendent in matters pertaining to the attendance center supervised by the principal. Other duties of the principal and district administrators are reflected in the job descriptions shown in Exhibits 304.5E1 – 304.5E12.

*Legal References:*            *Iowa Code 279.8, .21, (1989)*  
*281 Iowa Admin Code 11.4 (9)*  
*281 Iowa Admin Code 43, 58*  
*281 Iowa Admin Code 12.4, (5), .4 (6), .4 (7)*

*Cross References:*        *301 Administrative Structure*  
*304 Administrative Team*

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