Responsibilities of School Boards and Principal/administrator

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1. **The Board**: *Takes responsibility on behalf of the parents and church to “Own” the school.*

Defines purposes; sets goals; maintains oversight. Acts **collectively**; not as individuals.

1. Seeks to **know and express the mind** of Christ, the church, and parent body it *represents*.
2. Develops and maintains **vision** for the school.
3. Establishes **policies** to make the vision become reality.
4. Takes **oversight** of entire school operation, as stewards.
5. **Hires** staff to fulfill vision and carry out policies.
6. Establishes **financial** support.
7. Conducts **long range planning**.
8. Acts as **final authority** in all situations, as necessary.
9. **Works through the principal/administrator**.
10. **Asks discerning questions** of director to follow progress of the school.
11. **Evaluates the principal:** respects, affirms, encourages, rebukes, or disciplines as necessary.
12. Develops a **job description** for the director and interprets it carefully to new directors.
13. **Visits** school (as individuals) and **keeps informed** of all aspects of the school operation.
14. **Establishes committees** to carry out work in various areas such as interviewing staff, reviewing curriculum, monitoring financial needs, developing property.
15. **Reviews** reports, studies, recommendations, budget, etc.
16. **Counsels**—give advice to director or staff in critical areas.
17. **Directs** individuals’ requests or complaints to the proper person.
18. Keeps careful **minutes** and an updated **policy manual**.
19. Guards against the influence of **unofficial power centers** from controlling the school.
20. **The Principal/Administrator**: **Administers** the vision and policies of the board.
21. Maintains **personal health**: spiritually, physically, mentally, and emotionally.
22. **Leads** the school (in the name of the board)—carries out board policies. “Makes them his own.”
23. **Encourages spirit of unity** and fellowship among the staff.
24. **Brings reports and recommendations** to the board; interprets them.
25. **Discerns and presents to the board** the need for new policies; suggests possibilities, acts as educational consultant.
26. **Directs** ordering, inventories, admissions, retentions, standardized testing, health & student records, correspondence, library, meeting of government regulations, faculty meetings, curriculum development (directly or by delegating work).
27. **Supervises**: Knows children, monitors class progress, monitors teachers’ plans and progress, evaluates teachers, helps teachers with academic, discipline, & curriculum problems.
28. Is visible and **accessible** on regular basis to teachers, volunteers, students, parents, and drivers.
29. **Communicates** effectively—is the vital link between board, faculty, students, parents, and community via newsletters, meetings, visits, announcements, reports, & conversation.
30. Develops **faculty handbook** to assist smooth, efficient operations.
31. Is an **example** of what is expected.

**The Board in Action**

1. Meetings:

a. Reviews minutes, reports, studies, budget, director’s and committees’ actions and results.

Keeps informed as a basis for action.

1. Confirms, modifies, or rejects staff and committee proposals.
2. Determines through careful deliberation and prayer a course of action. Makes necessary decisions.

Interprets decisions to the staff.

1. Attitudes
2. Represents the larger parent body.
3. Understands the role of Christian education.
4. Acts as stewards of the school.
5. Relationship to Principal/Administrator and Staff
6. Acknowledges their competence.
7. Encourages, counsels, cautions, guides, and disciplines.
8. Individual Members
9. No individual board member has authority outside a meeting other than his delegated responsibilities to carry out directives on the behalf of the board as a whole.
10. Public relations: answer questions, create good feeling toward school.
11. Relationship with Parents
12. Directs requests or complaints to proper person (to lowest possible link in the chain of command).
13. Is fair and impartial in dealing with parent requests.
14. Relationship with Students
15. Speaks at chapel.
16. Visits school occasionally.
17. Keeps abreast through the director of student body progress, feelings, and problems.
18. Main responsibility is Policy Making.

**Chain of Command**

1. Board has highest/final authority in decision-making but does not act in an *administrative* role. A board member who individually works on a particular school issue is acting as an administrator.
2. Principal/adminstrator helps solve problems between parents and teacher (or student) when teacher needs help. Principal takes problem to the board *as a board* when decision involves policy. He will usually ask for advice in difficult situations, even though there is no required policy-making decision.

**Administrative Activities**

*Any day to day decisions based on policy along with carrying out the decisions are administrative.*

1. In a small school, a teaching principal cannot do all the administrative work.
2. Hiring, transportation, public relations, admissions, maintenance, finance, supply ordering, etc., are responsibilities that can be assigned to individual board members, other individuals, or committees.

**The Principal in Action**

1. Relate to the Board.
2. Be educational consultant to the board—report, encourage, advise.
3. Attend board meetings, briefly summarize submitted reports, answer questions.
4. Present the most timely and important concerns.
5. Suggest constructive solution for the board to decide upon—

by its merits rather than its emotional presentation.

1. Detect and present policy needs or needs for new programs.
2. Have an interest in all operations of the school—even if no direct action is involved.
3. Limit any disagreement with the board to the meeting—carry out board decisions wholeheartedly.
4. Act as board contact to the faculty.
5. Teachers and Healthy School Culture/Functioning are of Prime Importance.
6. Develop faculty handbook to assist smooth, efficient operations.
7. Help teachers.

--connect with teachers daily

--visit classrooms

--hold conferences

c. Emphasize and build on the good.

d. Give guidance in student discipline—support the teachers.

e. Keep teachers informed.

f. Be example: spiritually, socially, physically, mentally, emotionally.

g. Lead formal teacher meetings and discussions—help draw the best out of each one.

3. Relationship with Students

a. Be visible.

b. Be fair and impartial.

c. Keep informed.

4. Relations with Parents

a. Express appreciation; be supportive.

b. Be honest & impartial.

5. Represent the school to the outside world: visitors, correspondence and communications.

6. Plan for the school’s progress.

**Christian School Principal/Administrator’s Job Description**

**Code** (Board assigns a code to each item on the list to define the principal’s role for each.)

1. Acts

2. Acts and reports to board

3. Suggests to board and then acts

A. Assists the board

D. Delegates to someone

**I. Personal Development**

1. Maintains his own spiritual life through prayer, Bible study, and faithful attendance at worship services.

2. Develops his skills through reading, observation, added schooling, conference attendance, etc.

3. Maintains good personal health and respectable community reputation.

**II. The Principal/Administrator as Spiritual Leader of the School**

1. Meets with and directs teachers in a regular prayer & devotion time.

2. Encourages proper spiritual emphasis in the classrooms.

3. Arranges for regular devotional assemblies.

4. Encourages teachers to discern children’s needs and provide appropriate counseling and/or referrals.

5. Encourages all teachers to integrate the Christian philosophy of education in the school.

6. Encourages a spirit of Christian unity and fellowship in the faculty and staff.

**III. The Principal as Administrator**

1. Makes reports and brings recommendations to the board.

2. Carries out policies adopted by the board.

3. (In cooperation with the board) locates, interviews, and recommends teachers and other school personnel for employment.

4. Orients, supervises, and helps train staff members.

5. Arranges regular, purposeful meetings for teachers.

6. Develops/manages adequate programs in academic, vocational, and other areas of the school program.

7. Orders all school materials and checks invoice for all purchases.

8. Over sees all special school programs, projects and activities, even though he delegates the direction of such activities.

9. Approves all student admissions, promotions, retentions, suspensions or expulsions according to policies adopted by the board.

10. Interviews all prospective students and/or their parents, consulting with the board as necessary.

11. Holds orientation sessions for all families new to the school.

12. Maintains hygienic conditions in the school (proper seating, light, ventilation, sanitation, etc.).

13. Provides a systematic plan for reporting pupil progress.

14. Keeps a cumulative record of each pupil in the school office.

15. Assists the board in setting up and supervising:

a. Annual calendar

b. Annual budget for

1. Projected revenues needed

2. Salaries

3. Expenditures

16. Prepares a staff handbook for the school, and provides the board with a copy.

17. Represents the needs and interests of the school staff to the board.

18. Secures and supervises substitute teachers as needed.

19. Encourages teachers in their professional growth.

20. Deals with staff members who disrupt the school’s work according to Matt. 18:15-17, enlisting the help of the board and church authorities when necessary.

21. Cultivates healthy pupil respect for authority and good pupil discipline in the school; deals with serious discipline problems that arise.

23. Answers all correspondence coming to the school.

24. Oversees the school library operation or delegates the responsibility to other staff members.

26. Organizes and supervises the administration of the school office.

27. Oversees the provision of first aid treatment for all injuries or illnesses that are beyond the responsibility of other staff members.

28. Schedules and coordinates all class and library periods and other school activities.

29. Ensures that the school meets all government code requirements.

30. Participates with teaching staff in workshops for teachers.

31. Plans and manages safe and efficient pupil transportation.

32. Helps plan parent-teacher meetings.

**IV. The Principal as Supervisor**

1. Tries to know each child personally.

2. Seeks to follow the progress of each pupil in the school.

3. Works with teacher and parents in solving academic and other problems and meeting ongoing needs.

4. Knows how each class is meeting its work schedule.

5. Checks teacher class plans occasionally.

6. Visits classes regularly.

7. Counsels with the teacher after each classroom visit, giving helpful advice.

8. Keeps a confidential record of each classroom visit.

9. Submits evaluations of teachers to the board annually and makes recommendations for re-hiring.

10. Helps each teacher maintain Christian discipline and room control.

11. Directs the official testing program in all classes and provides for recording the results.

12. Oversees the supervision of playground, washroom, etc. even though he may delegate the actual work.

**V. The Principal in Public Relations**

1. Represents the school before the Public.

2. Promotes the school in the supporting congregations.

3. Communicates regularly with the school parents by newsletter or other forms of communication.

4. Provides a parent orientation program or letter at the beginning of the school year.