1.016

LINE OF AUTHORITY

1. There shall be only one official line of authority which will flow from the School Board, through the Chairman, to the Principal who is charged with the responsibility for properly conveying the decisions and actions of the Board to the staff, faculty, students, and parents as is appropriate.

BOARD-PRINCIPAL RELATIONS

The Board believes that the **legislation of policies** is the most important function of a Board and that the **execution of the policies** should be the function of the Principal.

Delegation of powers to the Principal, provides freedom for the Principal to manage the school with the Board’s policies, and allows the Board to devote its time to policy making and appraisal functions.

The Board holds the Principal responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

From the Constitution

Section 4. Duties of the Principal and Faculty in addition to teaching:

A. In consultation with members of the faculty and with the approval of the Board, the Principal shall select textbooks and arrange a curriculum, endeavoring to meet the requirements of the State of Indiana while making sure there is no conflict with the objectives and standards of the membership.

B. The Principal shall keep records of the work done by all pupils and attendance records according to State requirements.

C. The Principal shall report any illegal absences to the county superintendent of public schools, as is required by law.

D. 1. The Principal shall be chairman of the faculty, which shall meet at regular intervals or upon his call for consideration of problems pertaining to school administration, and he shall represent the faculty to the Board in their respective areas of responsibilities.

2. He shall be the administrative head of the school and shall be responsible to the Board for the conduct of the school; coordination and supervision of the teaching program.

3. He shall, in consultation with the faculty, be responsible for the discipline of uncooperative or rebellious students who may be referred to him by the teachers directly in charge, or whose conduct may become detrimental to the welfare of the school by open defiance or disobedience to standards and regulations of the school. He may recommend to the Board, suspension of students who refuse cooperation or amendment of conduct but only after consultation with the faculty; and earnest, united prayer by the faculty as a group. Expulsion shall be the responsibility of the Board, who shall receive recommendations from the faculty and act after due consideration and prayerful effort to secure amendment of attitude and conduct.

4. He shall cooperate with the Board , especially in keeping them advised as to problems arising in their areas of concern.

5. He shall serve as chairman at all programs given by the school except by special arrangement otherwise.

E. 1. The faculty shall be alert to problems involved in the operation of the school and the maintenance of its standards and objectives. Any faculty member may initiate discussion of a problem in faculty meeting or with the Principal. The faculty, by majority vote, may make recommendations to the Board regarding matters of policy or with reference to any problems which may come up for consideration by the faculty in connection with the operation of the school. The right of the individual faculty member to consult with members of the Board shall be fully recognized, but it shall always be borne in mind that the faculty, under the chairmanship of the Principal, is normally responsible for matters of internal administration of the school and for parent-teacher relationships.

2. Encourage and support continual formal and informal spiritual and professional development of teachers.

JOB DESCRIPTIONS

**Principal**

A. Article V Section 4 in the Constitution will apply along with the following.

B. To the Board

1. To keep the Board abreast of:

Enrollment

Personnel needs and performance

Curriculum and Instructional Programs

2. To recommend policies for the further development of the school.

3. To administer the policies established by the Board.

4. To work within the Annual Budget.

5. To maintain proper relationships with the State Department of Education and other government agencies.

6. To present at the **June** Board meeting a calendar of projected events for the following academic year.

7. Attend all Board meetings.

8. To assist in the Principal / Board interview with Parents.

C. RESEARCH (Awareness)

1. Identify problem areas of the school and determine solutions.

2. To assist staff members to identify problems and to assist them in solving them.

3. To involve parents, educational consultants and community people in the research process when they can assist.

4. To keep abreast of current research being done in the field of education.

5. To be cognizant of legal requirements upon private schools by local, county, state and federal agencies.

D. SUPERVISION

1. To encourage teachers to pursue improvement in appropriate fields.

2. To encourage all teachers to be actively participating in the church.

3. To make frequent non-official visits to the classrooms.

4. To make two official evaluations of all teachers each year, with the first one taking place before the December Board Meeting.

5. Encourage continued improvement in teaching techniques.

6. Arrange for observation by teachers in other classes or schools.

7. Lead the staff into deeper spiritual commitment.

8. Conduct the weekly faculty meetings.

9. Arrange for substitute teachers.

10. Assist the Board in interviewing all prospective teaching applicants.

11. Oversee disciplinary programs.

12. Conduct annual standardized testing.

13. See that cumulative records are complete and current.

14. Maintain accurate accounting.

15. Encourage harmony among all staff members.

16. Initiate completion of the School Annual Yearbook each year, and procure approval of the Yearbook by Board Chairman and Vice Chairman.

17. Develop and disseminate school policy manuals for staff, parents and students.

E. PUBLIC RELATIONS

1. Understand the need and value of planned public relations.

2. Prepare memo items and maintain regular communications with parents and the Church.

3. Assist in planning P.T.F. meetings and moderate them.

4. Be available to meet parents and other interested people.

5. Carefully interpret the philosophy and objectives of the school.

6. Give prompt attention to all complaints.

7. Keep a record of procedures and how they are best handled. (Christmas programs, enrollment, commencements, etc.)

8. Establishing an archive of important school activities.

F. FINANCE

1. The Principal shall be responsible for working within the budget.

2. Any major purchases shall be presented to the Board for approval.

3. Security procedures for safeguarding cash and checks at the school shall be carefully followed.