

SCHOOL BUILDING ADMINISTRATION

The principal must assume the responsibility for all phases of the school programs. The specific duties and responsibilities of the principal may be classified under five main headings:

1.0 Supervisory duties - The first duty of the principal should be effective supervision to which most of his time and energy must be devoted. We must aid his teachers toward a greater professional efficiency that will find expression in more skillful teaching, preparation of better teaching plans, and a more thorough understanding of the pupils.

Among the general duties are: fire drills, parent-teacher organizations, faculty meetings, conference with parents, assemblies, school exhibits, closing exercises, finances, supplies, and testing.

The summary of several investigations revealed that, when the work schedule of a principal had been well organized, and was functioning smoothly, it decreased the amount of time consumed by clerical and administrative duties thereby allowing more time for supervision. The time percentage then allowed for:

1.1	Supervision	51%
1.2	Administrative	25%
1.3	Clerical Work	6%
1.4	Teaching	6%
1.5	Public Relations	8%
1.6	Other Duties	4%

2.0 Administrative duties - The principal must possess knowledge of basic principles of administrative procedures as these are guide posts in handling simple and complex problems. When the principal handles these situations wisely, he eliminates the need for action by the central office, which is administrative skill in action.

Administrative duties of the principal require checking work of the janitor and needs of the teachers. He/she is the overseer of the attendance, the conduct and the health of the pupils. He/she receives and often gives out supplies, takes inventories, keeps up the stock room and requests building repairs. He/she makes out all reports required by the office of the Superintendent. The daily routine includes:

- 2.1 Care for pupils before school
- 2.2 Attendance reports
- 2.3 General and specific discipline
- 2.4 Supervise the lunchroom

3.0 Public relations

4.0 Clerical work

5.0 Educational appraisal

Reviewed March 18, 2014