

<p style="text-align: center;">BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</p>
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Section: ADMINISTRATIVE EMPLOYEES

Title: FUNCTIONS OF THE PRINCIPAL

Date Adopted: August 17, 1981

Date Last Revised: December 16, 2002

305. FUNCTIONS OF THE PRINCIPAL

- .1 All building principals shall act as the chief administrative officers for their own buildings and grounds. They shall be responsible for, and shall have authority over, the actions of students, professional and classified employees, visitors, and persons hired to perform special tasks.
- .2 All principals shall keep the Superintendent informed of activities in their buildings by means designed by the Superintendent.
- .3 It shall be the responsibility of the Superintendent to have appropriate job descriptions developed for building principals, and to review the same with the Board for their approval.
- .4 The Superintendent will be responsible to see that the job descriptions are implemented.