

SECTION C

GENERAL SCHOOL ADMINISTRATION

<u>DESCRIPTOR CODE</u>	<u>TITLE</u>
CA	Goals and Objectives (Adm.)
CEA	Qualifications of Superintendent
CEB	Duties and Responsibilities of Superintendent
CED	Election of Superintendent
CEE	Compensation of Superintendent
CEG	Professional Development Opportunity
CG	Administrative Personnel
CGBA	Qualifications and Duties (Supervisor)
CGBA	Qualifications and Duties (Principal)
CGBAA	Duties (Supervisory Personnel)
CGBAB	Duties and Responsibilities (Principal)

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Goals and Objectives (Adm.)	Descriptor Code: CA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

In the philosophy of the Board of Education, the primary goal is the development of physical, social, emotional, and spiritual needs of children. In achieving this goal, the superintendent, with the assistance of his staff, will be responsible to determine the content of the instructional program, provide a continuous program of teacher in-service education and other professional services, and provide means for continuous evaluation and revision of same.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Qualifications of Superintendent	Descriptor Code: CEA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The Superintendent of Education must hold an Alabama certificate in Administration and Supervision and must have five years experience in public school work, with a minimum of three years successful work in the field of education in the five years immediately preceding his election.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Duties and Responsibilities of Superintendent	Descriptor Code: CEB
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

As executive officer of the Board of Education, the Superintendent is granted freedom in managing the school system within policies established by the Board and is responsible to the Board for the results achieved. Within this function the following duties and responsibilities are among those which should be fulfilled by the Superintendent:

- a. The Superintendent will be responsible for carrying out all policies, rules, and regulations established by the Board.
- b. In matters not specifically covered by Board policy, the Superintendent will take appropriate action and report such action to the Board at the next Board meeting.
- c. All persons employed by the Board will be responsible, either directly or indirectly, to the Superintendent.
- d. He will be present at all meetings of the Board except when matters pertaining to his salary and allotments are being discussed.
- e. He will prepare and submit to the Board the annual budget.
- f. He has the authority, within the limits of major appropriations approved by the Board, to approve and direct all purchases and expenditures.
- g. All candidates for employment, transfer, or dismissal will be recommended in writing by the Superintendent. The Board may reject specific candidates but can employ other candidates only on the recommendation of the Superintendent.
- h. He will provide professional leadership for the system, formulate policies, and report regularly to the Board on all aspects of the program.
- i. The Superintendent will formulate means of evaluating the work of staff members and report his findings to the Board.
- j. He will develop and submit to the Board a plan for maintenance, improvement, and needed expansion of buildings, sites, and other facilities.

- k. The Superintendent will develop means of keeping the community informed about the schools.
- l. He will keep a continuous inventory of all school property and equipment.
- m. The Superintendent will prepare an annual school calendar and submit it to the Board for approval.
- n. He will act as educational advisor to the Board.
- o. The Superintendent will serve as secretary to the Board.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Election of Superintendent	Descriptor Code: CED
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The Superintendent of Education will be elected by popular vote to serve a term of office of four years.
A vacancy occurring during the term of office shall be filled by the Board of Education by appointment within 30 days after such vacancy occurs.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Compensation of Superintendent	Descriptor Code: CEE
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The salary and travel of the Superintendent will be set by the Board of Education. As executive officer of the Board, he will be the highest paid employee of the Board of Education.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Professional Development Opportunity	Descriptor Code: CEG
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Professional leave for study or consultative services to other school systems will be granted for brief periods of time without loss of salary. Extended leave without salary will be granted only through special approval of the board.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Administrative Personnel	Descriptor Code: CG
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

The Board will determine the administrative and supervisory positions necessary for the attainment of educational goals in Pickens County.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Qualifications and Duties (Supervisor)	Descriptor Code: CGBA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

In order to be considered for a supervisory position, an applicant must hold a Master's Degree or have a major portion of work completed in a program leading to this degree and must have at least three years of satisfactory school experience.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Qualifications and Duties (Principal)	Descriptor Code: CGBA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-19-03

In order to be considered for a principalship, an applicant must hold a Master's Degree and must have completed at least thirty-three semester hours of education, of which at least twelve semester hours are in the fields of educational administration or supervision.

Exceptions may be made only by unanimous consent of the Board, when an applicant has a major portion of the above requirements completed. Even then, the newly-appointed principal must attend school and work toward full requirements each summer until completed.

While employed as a principal, it is desirable for the employee to live in Pickens County as long as employed in the principalship position; but this shall not prevent a qualified applicant from being hired if he/she meets all other requirements.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Duties (Supervisory Personnel)	Descriptor Code: CGBAA
Legal Reference:	Passage Date: 7-8-74
	Amendment Date:

Supervisory staff personnel are responsible directly to the Superintendent of Education. However, in their work with individual teachers and teacher groups, they shall act with the knowledge, consent, and support of school principals, and recognize that the principal is the administrator controlling the instructional process at an individual school.

In working with individual teachers or teacher groups, the supervisory staff will:

1. Plan with the assistant superintendent and principals for improving instructional practices.
2. Assist in selecting, securing, and using materials of instruction.
3. Observe classroom teaching and advise ways of improving procedures, under the direction of the principal of the respective school.
4. Acquaint teachers with and encourage the reading of professional literature that may be directly related to the needs of the teachers.
5. Encourage and assist, if requested, with both formal and informal organized study, including action research.
6. Assist teachers in understanding child development and learning styles.
7. Assist in organizing the classroom for teaching and learning.
8. Assist in securing resource people and consultants.
9. Serve as requested as resource persons on school improvement programs.
10. Help teachers develop positive self-concepts.
11. Help teachers develop the feeling that they are partners in the supervisory process.
12. Assist in selecting, developing, and/or utilizing assessment or evaluative instruments designed to assess pupil progress.

13. Clarify and assist with curriculum improvement.
14. Facilitate, encourage, and assist in self-evaluation.
15. Assist in the development of and maintenance of good relationships between all persons involved in the teaching-learning process.
16. Facilitate good public relations.
17. Serve as liaisons between the central staff and other levels of the school community.
18. Assume other duties as assigned by the Superintendent of Education.

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

Descriptor Term: Duties and Responsibilities (Principal)	Descriptor Code: CGBAB
Legal Reference:	Passage Date: 7-8-74
	Amendment Date: 5-12-81

The principal is considered by the Board of Education to be the administrative head of the school to which he has been assigned. He is directly responsible to the Superintendent and fulfills the policies as set forth by the County Board of Education. In matters concerning only the local school which are not covered by Board of Education. The principal will possess the following responsibilities and discharge the following duties:

1. He will be responsible for the organization, administration, and control of his respective school and all activities therein.
2. He will be responsible for the educational advancement and growth within the school of which he has charge.
3. The principal will exercise supervisory functions within his school, including the supervision of classroom and other instruction. The supervising principal should devote some portion of each day to visiting the various departments of the school for the purpose of supervising the work of the teachers.
4. The principal will be responsible for the care and safekeeping of his respective school buildings and grounds and of all furniture, books, apparatus, equipment, supplies, and other property appurtenant thereto.
5. He will have direction over the discipline of pupils in his school and in that connection.
6. The Board has no rule against corporal punishment of pupils. If such punishment is required, it should be administered with extreme care, tact, and caution, and then only by the principal, assistant principal, or teacher with the knowledge and consent of the principal. Principals will maintain written summary records of the type and number of such incidents. Pupils should not be punished by corporal method unless it is done in the presence of the principal or another staff member. The knowledge and consent of the parent and guardian is recommended. Teachers will be supported by the administration in their efforts in teaching good citizenship by demanding proper respect for pupils to teacher. However, teachers should be responsible in their demands but should not tolerate disrespectful, boisterous, rough and violent outbursts of language and temper on the part of pupils.

If at any time a teacher cannot control a pupil or group of pupils or feels he needs aid in controlling any pupil, it shall be his obligation to report to his principal.

The principal has authority to suspend a pupil from school for persistent wrong-doing or conduct detrimental to the school or for any offense which carries an expulsion penalty, and should notify the Superintendent in writing of any suspension. A suspended pupil may be reinstated by the principal.

No teacher, athletic coach, or sponsor shall have authority to suspend, expel, or drop any pupil from a class or school-sponsored activity without the approval of the principal.

A pupil may be expelled from school only by the Pickens County Board of Education after being afforded due process.

7. The principal will see to the enforcement in his school of all rules and regulations of the Board and the Superintendent of Education.
8. He will have power to establish special regulation for his school, provided such special regulations are not inconsistent with the policies, rules, and regulations adopted by the Board.
9. Order and discipline in the school lunchroom will be the direct responsibility of the principal.
10. The principal, unless absent due to professional, personal, or sick leave, will be present in the school building at least thirty minutes before time for opening school, and will remain after school to complete the minimum 8-hour working day.
11. If and when it becomes necessary for a principal to be away from his school as much as one school day, permission must be received from the Superintendent.
12. The principal will hold faculty meetings as needed during the school term and will require all teachers to attend. Plans will be made in advance for these meetings.
13. He will attend all principals' meetings called by the administration.
14. The principal will report in writing to the Superintendent all cases of negligence, inefficiency, or willful violations of school rules and insubordination to authority on the part of teachers and other employees under his supervision. A copy of the same report will be given to the employee involved.
15. He will see that emergency drills are given in his school as required by prevailing codes.
16. The principal will dismiss his school for a day or part of a day without authority from the administration only in cases of emergency, and then immediate notice of such dismissal will be furnished to the Superintendent.

17. He will see that no unauthorized person is allowed to read or distribute any printed material in the school rooms or on the school premises. No person will be permitted to occupy the time of teachers or pupils during school hours without the express consent of principals. No collections or contributions will be allowed to be taken or tickets sold for any purpose not connected with the school. The principal will further see that the practice of soliciting funds and selling magazine subscriptions, seeds, etc., by students will be carried on outside of school hours.
18. The principal or his designated representative will supervise the loading and unloading of school buses. He has the authority to call upon the teachers under his supervision to help in this work. He will have the same control over the drivers that he exercises over teachers except that the next higher authority in the case of bus drivers is the County Supervisor of Transportation.
19. The principal will assist in interpreting the school to the public and in creating good will for public education in Pickens County.
20. He is responsible for the keeping of accurate, up-to-date pupil records and for the furnishing of pupils' transcripts upon request by other schools and colleges. One transcript per child may be supplied without charge. Additional transcripts will be furnished for a fee of one dollar (\$1.00) each.
21. He is responsible for submitting accurate reports to the central office at specified times. Among these reports are monthly attendance, annual attendance, textbook, payroll, financial, lunchroom, and others as requested by the Superintendent.
22. In the event a principal is relieved of his position for any reason at any time, an immediate audit will be made and school funds will be transferred to his successor or such person designated by the Superintendent.
23. The principal is responsible for giving confidential ratings on teachers and for making recommendations to the Superintendent concerning the retention or termination of teachers for the next school year.
24. He will perform other duties as may be assigned him by the Superintendent.
25. He will see that graduation in his school is held on an appropriate date approved by the Superintendent.
26. He will see that school operates on a daily schedule consistent with State Board and accreditation requirements and as approved by the Board of Education.
27. In cooperation with guidance counselors, secondary principals will provide for pre-registration of students for the following school year before the end of the current school year and will make known the proposed courses for the following school year to the students and parents or guardians. The schedule should allow each student the opportunity to pursue the studies which he needs and in which he is interested.

28. The principal will report the absence of a teacher at inservice and associational meetings held during school hours. These absences will be reported and explained to the Superintendent on the monthly payroll.
29. The principal will work with the superintendent and his staff in preparing a standardized grading system for the county or any change thereof.
30. He will be responsible for informing his teachers of the State Courses of Study, Board Policies, and local school policies and will assist teachers with classroom organization and management. He will insure that teacher planning is involved in the addition and deletion of elective courses in the local school curriculum.
31. The principal is responsible for a continuous in-service study program within his school and will provide for a cooperative evaluation of the school program.
32. The principal will arrange for adequate and competent supervision of students and student liability insurance coverage on special school trips. Any trip of more than 12 hours must have prior approval of the Superintendent and/or the Board of Education.
33. The principal will furnish to the Superintendent by September 15, class schedules showing student enrollment in each class. He will make and complete an annual school calendar as early in the school year as possible, including scheduled sports events, class and organization activities, etc.
34. The principal will work with his local trustees to determine use and rental of school buildings by outside agencies.
35. He will approve or disapprove and supervise all money-making activities of the school.
36. The principal will make available the necessary student insurance coverage to all pupils on a voluntary basis.
37. The principal will insure that all students enrolled in his school are bona fide residents of the attendance zone served by that school.
38. The principal will assist food-service and other personnel in determining the economic status of students enrolled in his school as required for participation in programs based on family income; and will secure applications from parents for free or reduced lunches.
39. The teacher designated as assistant principal or teacher-in-charge shall have the authority to perform the duties and responsibilities outlined above in the absence of the principal.