

The principal is the administrative head of his/her school and is charged with the responsibility of leadership in developing the highest educational standards. The principal is responsible for the ethical and professional conduct of the employees under his/her supervision. He/She is expected to grow professionally, motivate his/her fellow instructors, and maintain a courteous and friendly attitude. Moreover, he/she shall be aware of the total school program, preschool through grade 12, and the inter-relationships that are necessary in maintaining coordinated school programs.

Each principal shall see that the rules and regulations of the Board of Education, the superintendent of schools, and the Public Education Department are observed.

The principal shall have earned a valid administrative license for the level to be administered.

The principal shall be responsible for organization, administration, and supervision within the building or buildings to which he/she had been assigned.

The principal shall monitor and adjust the instructional program at his/her campus, within parameters of laws, regulations, and Board policies, to effect the best possible learning opportunities for students. Additionally, the principal shall:

- make promptly all reports required of him/her by the superintendent, the Public Education Department, and the U.S.O.E.
- maintain a daily absentee report for all employees. This report shall include a list of substitute teachers used.
- keep an accurate record of all keys.
- be responsible for the building, grounds, and equipment in the school to which he/she is assigned. He/She shall make a complete inventory of textbooks, library books, equipment, and furniture and submit it to the administrative office in accordance with instructions from the superintendent.
- restrict solicitations during school hours of instructors or pupils on the part of salesmen or agents.
- help instructors and pupils achieve acceptable classroom discipline. The responsibility of control and supervision of students at all school-sponsored activities shall be that of the respective principal in each situation. Instructors shall be assigned as supervisors to provide adequately for the control of students at all school-sponsored activities.
- see that an accurate account is made of all funds that are collected from students or the general public.
- keep a written record of all disciplinary referrals and of action taken or administered.

- be responsible for fire and evacuation drills according to law and be responsible for the display of the United States and New Mexico flags in accordance with the standards of the Public Education Department.
- be responsible for classification, promotion, or retention of students within the grade levels to which he/she is assigned, except when restricted by the contents of the official manual. The importance of parental conferences should not be overlooked.
- provide for the requisition of supplies, equipment, textbooks, computer hardware and software, and audio-visual materials in the manner designated by board policy and approved district procedures.
- be responsible for planning and implementing student activities.
- be involved in professional activities and encourage instructors to be actively involved in their own professional growth. Keep informed professionally by advanced study, visiting other school systems, and attendance at educational workshops and conferences.
- be responsible for the maintenance and protection of student records.
- perform such other duties of his/her position as directed by the superintendent.