

 <b>Tucson, Arizona</b>  <b>GOVERNING BOARD POLICY</b>	POLICY TITLE: Leadership Principles
	POLICY CODE: CF

Tucson Unified School District is committed to create and maintain a positive, educational and employment environment/culture. TUSD believes this culture is fostered from the Superintendent’s Office and moves through the organization by the behavior/conduct of every administrator, manager, supervisor, and lead staff person.

All Administrators/Managers/Supervisors/Lead Staff **will**

- Make student achievement, safety, and welfare their highest priority.
- Complete performance evaluations as required on all subordinates in a timely manner and place in official personnel file.
- Act as a role model for professional conduct and attire.

The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.

A principal will be directly responsible to and will report to the Superintendent or designee and will keep the Superintendent or designee informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent or designee. These duties include, but are not limited to, the following:

- A principal is responsible for the operation of the educational program of the school.
- A principal is responsible for the supervision, evaluation, and support of the school staff members.
- A principal will maintain discipline on the part of personnel and students.
- A principal will care for and protect the building, the equipment, the grounds, and other school property.
- A principal will maintain school records and prepare reports.

- A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents to the Superintendent or designee, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.
- A principal will, by advanced study, visit school systems in other areas, attend educational conferences, and remain well-informed relative to modern educational thought and practice.

Adopted: October 5, 2004

Revised: June 28, 2011

Reviewed: June 24, 2013

**LEGAL REF:** A.R.S. 15-351, 15-353

**CROSS REF:** GBEB - Staff Conduct