

## School Building Administration

### Administrative functions

All building principals shall act as the chief administrative officers of their own buildings and grounds. They shall be responsible for and shall have authority over the actions of the students, professional and support staff members, visitors, and persons hired to perform special tasks.

Principals shall also be responsible for achieving the long- and short-range educational objectives of the school district, as those objectives pertain to students and staff in their buildings. As part of the district's standards-based education program, principals shall also be responsible for development and management of a comprehensive standards-based education program in their buildings and shall rigorously monitor and modify the program to ensure that all students meet or exceed the district's academic standards or complete the requirements and goals as listed on a student's Individualized Education Program (IEP), which may include modified academic standards.

### General Qualifications

The building principal shall have the general qualifications of a teacher of the state, at least five (5) years of teaching experience and at a minimum, a current Colorado principal's license at the commencement of the contract for the position.

### Absence

In the absence of a building principal, the superintendent shall assume all authority and duties of the principal. The principal shall not be absent from the school without leaving someone in charge to assume the day-to-day responsibilities, and if it involves more than one hour, they should secure the approval of the superintendent.

### General responsibilities

The superintendent shall be responsible for maintaining a current job description for the position.

Adopted: August 13, 2002  
Amended: February 13, 2007  
Revised: January 12, 2021

LEGAL REFS.: C.R.S. 22-32-109 (1)(jj) (*boards to identify areas where principals need professional development*)  
C.R.S. 22-32-126 (*employment of principals*)  
C.R.S. 22-60.5-301, 306 (*principal and administrator licenses*)  
C.R.S. 22-63-103 (1.5) (*definition of administrator*)  
C.R.S. 22-63-201 (*exception to licensure requirement*)

CROSS REFS.: AEA, Standards Based Education  
IKE, Ensuring All Students Meet Standards