The Many Hats of the Principal

Responsibilities of the Principal

**Schedules and Rosters**

- Creates rosters for all classes (student assignments)
- Creates schedules for lunch, specials, etc.
- Creates schedules for “duty periods” such as bus duty, cafeteria duty, etc.
- Prepares all mailings to parents prior to the opening of school

**Source for Current Regulations and Legislation and State Requirements**

- Remains current on such laws as NCLB, IDEA
- Knows current rules and/or changes in state assessment and standards
- Knows important district policies and employee contracts

**Instructional Leader and Supervisor**

- Observes all teachers, both formally and informally
- Writes up observations that are informative and helpful
- Assures that appropriate curriculum goals are maintained
- Compliments, encourages, and assists teachers
- Protects teachers from obstacles, hindrances, and annoyances

**Building “Manager”**

- Assures the safety and comfort of students and staff
- Responsible for maintaining supply of instructional materials
- Responsible for maintaining non-instructional supplies
- Assures efficient procedures for arrivals, dismissals, and student supervision
Characteristics of Successful Principals

Fair, good listener, cheerful and positive, looks for reasons to compliment people, willing to “chip in,” and never says “that’s not my job.”

*Successful Principal Is Aware of “Time Bandits”*

(Queen and Schumacher, 2006)

- Perfectionism
- Procrastination
- Difficulty saying “no.”

*Successful Principal Can:*

- Identify and Balance Priorities
- Manage Priorities
- Manage Time
- Garner Loyalty by Being Loyal
- Create a Positive Building Climate
- Be him/herself, be unique, and have fun!