

SUPERINENDENT'S REGULATION 5-8.5 (E) DUTIES RELATING TO EMPLOYEES

Each principal, in order to develop sound and productive relationships with the teaching personnel assigned to his school, shall:

1. interview applicants for teaching positions in his/her school;
2. assign teachers in his/her school to such specific teaching duties, activities and general duties as are necessary for the efficient operation of the school, on the advice of the division superintendent;
3. assign teachers to instructional spaces and duty stations within the school;
4. interpret to teachers the policies and regulations of the School Board, the Virginia Board of Education and applicable law;
5. advise teachers on methods of instruction;
6. confer with and assist teachers with problems of instruction and student discipline;
7. see that all teachers accurately maintain required records and submit promptly all reports as may be required;
8. evaluate the performance of the teachers under his/her direction as required by applicable law. When a teacher is found unsatisfactory in teaching ability, general influence, or cooperation or shall fail to conform to the policies and regulations of the School Board, Virginia Board of Education, or applicable law, the principal shall at once call the matter to the teacher's attention and assist in immediate correction. If correction is not made within a reasonable time, he/she shall notify the division superintendent or his/her designee and follow the appropriate procedures as mandated by applicable law, policies and regulations of along with assistant principals, receive training regarding the evaluation and documentation of employee performance consistent with applicable law.