

**SCHOOL BUILDING ADMINISTRATION POLICY**

- 1.0 Purpose: The Barbour County Board of Education supports the premise that all schools shall be under proper authority and control during operating hours to ensure safe schools and continuity of operation within the policies and procedures set forth by the Board and the Superintendent of Schools.
- 2.0 Scope:
- 2.1 The principal is chief administrative officer in the school.
  - 2.2 The principal serves as the school's manager and top executive.
  - 2.3 Under the direction of the superintendent, the responsibility of seeing that the rules and regulations of the board of education are properly observed and enforced is that of the principal.
  - 2.4 In order to provide for the day to day continuity of school administration at schools that have a full time principal, the principal will select a staff member from the professional employees at that school to be designated as the person in charge during the time that the principal is away from the school facility.
  - 2.5 The selection of the staff member is to be made on an annual basis and such selection shall have school board approval.
  - 2.6 In order to provide for the day to day continuity of school administration at schools that have a half-time principal, the position of HEAD TEACHER shall be posted. This position will be hired according to WV code, and shall receive payment as recommended by the Superintendent and approved by the Board.
  - 2.7 The Head Teacher shall be designated as the person in charge during the time that the principal is away from the school facility.
  - 2.8 The Head Teacher shall, as the need arises, perform the duties of the principal while the principal is not in the building. Close communication is expected between the head teacher and the principal in all administrative matters.

**Source: Board of Education Minutes  
WV Code 18A-2-9**

**Adopted: 1965**  
**Revised: 06/28/10; 08/18/92; 1983; 09/18/79; 1974**