

**RESPONSIBILITIES AND DUTIES**  
**(PRINCIPALS AND INSTRUCTIONAL PERSONNEL)**

ALL EMPLOYEES OF THE BOARD WHO HAVE BEEN ISSUED CONTRACTS AS PROVIDED BY FLORIDA STATUTES, OR ANNUAL WORK AGREEMENTS AS PROVIDED BY THE BOARD SHALL COMPLY WITH THE PROVISIONS OF THE FLORIDA SCHOOL CODE, STATE BOARD REGULATIONS AND REGULATIONS AND POLICIES OF THE BOARD.

**A. DUTIES OF PRINCIPALS**

The Principal shall:

1. Assume administrative responsibility and instructional leadership, under the supervision of the superintendent in accordance with rules and regulations of the School Board, for the planning, management, operation, and evaluation of the educational program of the school to which the individual is assigned.
2. Submit recommendations to the Superintendent regarding the appointment, assignment, promotion, transfer, and dismissal of all personnel assigned to the school.
3. Assume administrative responsibility for all records and reports required regarding pupils, for the transfer of pupils within the school, and for the promotion of pupils.
4. Have the authority to discipline students up to and including the suspension of students from school or from a school bus as provided for in F.S.1003.32.
5. Enforce the Broward County Schools Code of Student Conduct.

**B. DUTIES OF INSTRUCTIONAL PERSONNEL**

The members of instructional staff shall perform the following functions:

1. Comply with the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
2. Teach efficiently and effectively using the books and materials required by the District or the State following the prescribed courses of study and employ sound teaching practices and methods.
3. Infuse in the classroom, the District's adopted Character Education Traits of Respect, Honesty, Kindness, Self-control, Tolerance, Cooperation, Responsibility and Citizenship.
4. Treat all students with kindness, consideration and humanity, administering discipline in accordance with regulations of the State Board and the School Board; provided that in no case shall cruel or inhuman punishment be administered to any child attending the public schools.
5. Enforce the Broward County Schools Code of Student Conduct.
6. Attend conferences such as ESE staffing and parent conferences related to education of students.

7. Accurately maintain appropriate student records and documentation and prepare and submit such reports as may be required by regulations of the state board of the District. No teacher shall be entitled to receive any salary unless all such records and reports have been properly maintained and submitted according to requests.
8. Conform to all rules and regulations that may be prescribed by the State Board and by the School Board.
9. Work to ensure that the school building and property are not defaced, damaged or destroyed.
10. Under the direction of the school principal, give instructions in and hold such fire and emergency drills as may be prescribed by law, by regulations of the State Board and of the School Board, and as otherwise may be deemed necessary.
11. Deliver, on closing or suspending school, all keys, records and reports, and account for all other school property to the principal of the school or to the Superintendent as may be prescribed by regulations of the State Board and of the School Board.
12. Fulfill the terms of any written contract, unless released from the contract by the School Board.
13. Participate in related staff development opportunities.
14. Serve on committees and other work related groups reflecting the educational purposes and needs of the school.

**C. MISCELLANEOUS**

Instructional personnel are required to work 196 days, 180 of which must be devoted to working full-time on instructional matters. Instructional personnel must be on duty a minimum of seven and one-half (7 1/2) hours daily.

Class hours shall be regulated by Accreditation Standards for Florida Schools.

The starting and dismissal hours for schools shall allow for maximum instructional efficiency.

For teachers working a full day, the work schedules must include a duty-free lunch period of not less than thirty (30) minutes. During this period a teacher should not leave the school grounds without the permission of the principal.

All members of the instructional staff shall be expected to teach a full schedule of classes, unless prior approval from the Area Superintendent or Superintendent of Schools has been obtained.

AUTHORITY: F. S. 230.22 (1) (2); F.S. 1001.41, 1003.32, 1008.22, 1012.34

Rules Adopted: 4/25/68

Rules Amended: 10/23/69; 9/5/74

Amended Rules Approved: 3/17/83, 9/17/02