

**Managing School Operations and Resources**

**The principal manages school operations and resources to ensure a safe and caring, and effective learning environment.**

 **The principal:**

* **Effectively plans, organizes and manages the human, physical and financial resources of the school and identifies the areas of need**
* **Ensures that school operations align with legal frameworks such as: state legislation, regulation and policy; as well as school authority policy, directives and initiatives**
* **Utilizes principles of teaching, learning and student development to guide management decisions and the organization of learning.**

**Managing your specific school involves:**

1. Understanding school finances (how money is spent, received, and disbursed)
2. Effective communications to reach the students, teachers, parents, and stakeholders (inclusive of the use of Websites, email, telephone services, interpreters, regular mail, and correspondence to others at all levels)
3. Managing your time and managing others’ time agendas (inclusive of calendars and what’s ahead)
4. School employment (appointing staff, payroll, performance reviews, hiring and dismissals)
5. Understanding attendance (to remain in compliance with compulsory attendance laws)
6. Understanding school property (polices and procedures; property management)
7. Planning and Reporting
8. (to the school board, stakeholders, and state and federal governing bodies, and general public)
9. Preparation for state and federal visits (to check on procedures, records, files, and compliance to the law)
10. Updating and revising school improvement plans and procedural manners