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P-CDOP

**ADMINISTRATOR DUTIES**

The primary responsibility of administrators is to ensure the effective operation of the school in accord with its mission. Therefore, administrators shall be free of any duties that would normally interfere with effective administration.

Teaching: Before determining whether the principal will assume any teaching duties, the Superintendent of Schools must be consulted.

Development Director Activities: The principal shall be involved in financial development as a supervisor and spokesperson, but not in the day-to-day operations of a development office. Principals shall not assume the duties of Development Director.

Athletics/Athletic Director: The principal shall maintain the overall administrative supervision of the school’s athletic programs and activities (cf. E-145, P-CDOP). Any administrator, including principals, assistant principals, deans of students, and athletic directors may not serve in a coaching assignment. However, if there are extenuating circumstances or situations where there may need to be an exemption, the principal must submit a waiver to the Superintendent of Schools with a request and an explanation as to why an exemption is requested. The Superintendent of Schools must approve the waiver before duties are finalized for the current academic year.

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