

PERSONNEL POSITIONS

DP
(REGULATION)

Personnel Positions	Each department/division is responsible for working with the Human Resources Department to develop requirements for positions and descriptions of each job. The Human Resources Department shall maintain these specifications.
Principal Duties	<p>The principal is the instructional leader of the school and has complete management and oversight for the school. Principal duties include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Directing and managing the school’s instructional program.• Ensuring high-quality, highly qualified teachers and staff are in every classroom• Manage school activities and staff, including teachers and support personnel.• Observing teachers and evaluating their performance.• Counsel and discipline of students.• Development and management of the campus budget.• Ensuring compliance with all state and district policies.
Principal Duty to Report	A principal has the duty to report employee misconduct within 24 hours of when the principal knew of or should have known of the misconduct. [See DHB, DHC, and FFG] The principal must file a misconduct report for at-will and certified employees.
School Counselor Duties – 80/20 Percent Rule	A school counselor should spend 80 percent of the counselor’s work time on duties that are components of a comprehensive school counseling program (CSCP). For example, in a 40-hour week, a counselor may spend 32 hours a week on duties under the 80 percent rule. Eight hours a week may be duties under the 20 percent rule.
School Counselor Duties – 80 Percent Rule	<p>As part of a comprehensive school counseling program (CSCP), a counselor’s time should be spent on services for students 80 percent of the time. Services include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Guidance - Teaching students to develop transferable skills for success.• Individual Planning - Assisting students in making individual goals for their academic and career futures, and providing parents/guardians with information in preparation for postsecondary education.• Counseling (Intervention and Responsive Services) – Intervenes on behalf of students whose circumstances put their educational, career, personal, and social development at risk. May be preventive, remedial, or crisis-oriented.• System Support – Identifies and coordinates resources and activities that indirectly benefits students; and assesses data to

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support an effective school counseling program; committee participation, consultation, and referrals to other services or agencies.

Other duties may be assigned due to emergency and/or extenuating circumstances.

**School Counselor
Duties – 20 Percent
Rule**

Twenty (20) percent of a counselor's time may be spent with activities that include, but are not limited to, the following:

- **Program Management and School Support**
- **Assistance with Assessment Instruments**
- **Principal Duties** [see DP(EXHIBIT)]

Other duties may be assigned due to emergency and/or extenuating circumstances.

**School Counselor
Duties – 80 Percent
Rule Exception**

When the Superintendent of Schools or designee determines that it is in the best interest of students and the District, a counselor may be required to spend less than 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program. Upon resolution, counselors will resume their regular duties.

Exceptions

Exceptions may be made to this regulation by the Superintendent of Schools or designee.