

The School Principal and his/her Role on the School Community Council (SCC)

The school principal is the Chief Executive Officer and instructional leader of the school. He or she is responsible for providing clear expectations for faculty and other school employees, to create an atmosphere of trust and enthusiasm, to provide opportunities for employees to succeed and grow, and to recognize excellence and progress toward excellence. In addition, as managers, principals are expected to assure the legal compliance of school processes, to be accountable for all fiscal matters, and to manage human and other resources while creating a safe, creative, and productive school. They encourage participation from students, staff, parents, and the community as they work toward having a successful school of which all can be proud. *Principals are responsible to the district administration and have many specific responsibilities and timelines related to school community councils but may not act as chair, vice-chair or co-chair.*

Principal Responsibilities in his/her Role as a School Community Council Member

- *Have a working knowledge of R277-491 School Community Councils and R277-477 Distribution of Funds from the Trust Earnings Account and Administration of the School LAND Trust Program.*
- *Provide notice of the annual SCC elections, oversee the elections and provide an assurance that the elections, and subsequent appointments of unfilled positions, were conducted according to the law.*
- *Annually review the Teacher and Student Success Plan with the School Community Council, making changes or clarifications as necessary. Assist councils to support the goals in the Success Plan using the funding provided through the School LAND Trust program.*
- *Ensure that data is collected, evaluated, and utilized by the school and the SCC in their decision-making process.*
- *Ensure that the law pertaining to use of the School LAND Trust funds are followed.*
- *Be a model for collaboration. Create a welcoming and community-oriented environment.*
- *Develop an inclusive process for incorporating parent and education voice: make sure the SCC reflects the diversity of the school by inviting parents who are not typically present. Have additional meetings to get informal feedback from families.*
- *Engage in regular communication and reciprocal learning: help the community understand SCCs, get meeting information out early and often in the languages of your community, share information on discussion topics prior to the meeting.*
- *Support the council in discussing issues of interest that are not inconsistent with Utah law, board rule or district policy.*
- *Complete the required forms, assurances and reports for which the council is responsible.*
- *Assist the council chair in completing the requirements of the chair outlined in board rules.*
- *Ensure that required school website information is posted according to required timelines.*
- *Provide annual reports to the council about school safety principles, filtering, management and supervision provided for student use of devices that access the internet and any training provided to students and parents about safe internet use. Partner with the council to fulfil their responsibilities related to school safety principles, internet safety and digital citizenship.*
- *Review student safety coming to and from school, including access and routing and make recommendations to the district transportation safety committee.*