

**FILE: CF**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: October 16, 1979    FILE SECTOR: GENERAL SCHOOL  
DATE REVISED: July 17, 2003                                    ADMINISTRATION  
DATE REVIEWED: June 22, 2011            POLICY TITLE: SCHOOL BUILDING  
DATE REVISED: November 17, 2016                                ADMINISTRATION  
DATE REVISED: October 24, 2022**

Acting with the district administrator's approval and advice, building administrators shall have general supervision of and shall be the custodian of all school premises over which they preside.

The building administrator shall be responsible for the general management, instruction and discipline of their school. The building administrator shall direct and assist the teachers and shall see that the board of education policies and district administrator directions are carried out. The building administrator shall also be responsible for the care and supervision of the buildings, grounds and property of their school and shall have direction of all school staff employed in their building.

Further, the building administrator shall render reports, prepare and file records and administer school funds in their possession, as required or directed by the district administrator.

**CROSS REFERENCE: Building Principal & Assistant Principal Job Description(s)  
LEGAL REFERENCE: Section 118.24 Wis. Stat.**