

**PROFESSIONAL STANDARDS OF CONDUCT
AND PERFORMANCE FOR SCHOOL ADMINISTRATORS**

Policy Code: **7306**

1 The Transylvania County Board of Education (the “board”) is dedicated and committed to
2 providing all administrators with opportunities and resources to further their growth as
3 professionals. To that end, the performance of every administrator is assessed and the
4 administrator is provided with constructive feedback through a formal evaluation and review
5 process targeted to enhance professional growth. In addition, it is the board’s expectation that all
6 administrators, regardless of their years of experience, are capable of and must adhere to certain
7 minimum professional standards of conduct and performance as set forth in this policy.
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9 Therefore, all school administrators employed by the board shall comply with and adhere to the
10 following professional standards of conduct and performance:
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- 12 1. Comply with all applicable federal and state laws and regulations, State Board of
13 Education policies, and local board policies, as well as all requirements listed in the
14 appropriate job description.
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- 16 2. Adhere to the Code of Ethics for North Carolina Educators.
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- 18 3. Comply with all board policies regarding appropriate and/or prohibited behavior with
19 students, including electronic communications with students directly or through the
20 Internet (see policies 4040/7310, Staff-Student Relations, and 7335, Employee Use of
21 Social Media).
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- 23 4. Direct all complaints regarding the work environment to the appropriate supervisors
24 and/or file grievances (see policy 1750/7220, Grievance Procedure for Employees).
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- 26 5. Act in a professional manner toward students, parents, members of the public,
27 subordinates, co-workers, and/or supervisors, which includes, but is not limited to,
28 avoiding actions, conversations, or confrontations which undermine or diminish their
29 authority or result in a disruption to the educational program.
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- 31 6. Manage students’ behavior to minimize disruption to the educational environment and,
32 when necessary, to administer disciplinary action in accordance with relevant laws,
33 regulations, policies, and/or procedures.
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- 35 7. Respond to all parent inquiries, complaints, and/or concerns in a timely and professional
36 manner.
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- 38 8. Comply with all administrative directives in a timely and professional manner, including
39 written directives regarding specific issues or behaviors.
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- 41 9. Perform all assigned and/or accepted extracurricular and non-instructional duties in a
42 timely and professional manner.
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- 44 10. Participate in and complete any required professional development activities.
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46 11. Participate in all required staff meetings and student academic meetings, including
47 required meetings for students with disabilities, in a professional manner.
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49 12. Complete and transmit all required reports and other documentation in a timely and
50 professional manner.
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52 13. Arrive at school each day at an appropriate time designated by the principal ready and
53 prepared to complete all assigned duties.
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55 The failure or unwillingness of a school administrator to comply with the professional standards
56 of conduct and performance listed in this policy may result in disciplinary action. Such
57 disciplinary action may result in action up to and including dismissal from employment. In all
58 matters concerning an employee's compliance with this policy, consideration shall be given to
59 the impact on the overall workplace and/or educational environment.
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61 Legal References: G.S. 115C-47(1), -47(4), -47(9), -47(12), -47(18), -47(19), -47(38); G.S.
62 115C-288; G.S. 115C-289; G.S. 115C-325; 16 NCAC 6C.0601, .0602.
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64 Cross References: Grievance Procedure for Employees (policy 1750/7220), Staff-Student
65 Relations (policy 4040/7310), Staff Responsibilities (policy 7300), Employee Use of Social
66 Media (policy 7335), Evaluation of Licensed Employees (policy 7810)
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68 Adopted:
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