

CODE OF CONDUCT FOR ADMINISTRATOR (PRINCIPAL)

1. The Principal should make a conscious effort to be fair to all faculty, staff and students.
2. The Principal must be honest in his/her job, and should never lie to anybody or withhold vital information that ought to be made public.
3. The Principal should be a role model in responsibility, accountability, performance and competence.
4. The Principal should maintain the dignity of the profession by respecting and obeying the law and by demonstrating personal integrity.
5. The Principal should maintain professional boundaries.
6. The Principal shall not knowingly misappropriate, divert or use money, personal, property or equipment committed to his or her charge for personal gain or advantage.
7. The Principal shall not fake record or force others to do so.
8. The Principal shall be of good moral character and should be worthy of supervising the youth of the state.
9. The Principal shall not submit fraudulent requests for reimbursement, expenses or pay.
10. The Principal shall lead by action.
11. The Principal shall not reveal confidential information concerning students or teachers unless disclosure serves lawful professional purposes or is required by law.
12. The Principal makes concerted efforts to communicate to parents all information that should be revealed in the interest of the students.
13. The Principal should understand that he is the head of the institution and that he works directly under the respective education Heads/Director, etc and should work in coherence and bring a good relationship.
14. The Principal should train teachers and other staff to be responsible for their actions.