



## Section Two: School District Administration

“Together We Learn”

### 225 – ROLE OF THE PRINCIPAL / VICE-PRINCIPAL

#### Introduction

The major function of the principal/vice-principal is to provide effective instructional leadership in order to improve education in the school. The duties are specified within the School Act Regulation 5: *Powers and Duties of Principals*.

#### Policy

##### 1. The Principal/Vice-Principal Shall:

- 1.1 On a yearly basis, develop with staff, parent advisory councils, school planning councils and students (where appropriate), school goals consistent with district and Ministry goals.
- 1.2 Also on a yearly basis, inform parents that they have a right to participate in the existing parent advisory council (or that they have the right to form one if none exists).
- 1.3 Maintain effective interpersonal relations, particularly related to the decision-making process. This includes:
  - eliciting commitment to decisions;
  - establishing expectations;
  - involving individuals and groups appropriately;
  - challenging and constructively criticizing;
  - solving problems;
  - listening;
  - responding; and
  - communicating effectively (both verbally and in writing).
- 1.4 Ensure that the approved curriculum (i.e. locally developed) is appropriately taught in the school and that the prescribed curriculum (required by the Ministry) is interpreted and implemented appropriately.
- 1.5 Establish and maintain positive relations with the parents and the community, ensuring two-way communication.



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- 1.6 Display expertise in organization and management, including the provision of an environment which is safe, healthy, and well disciplined.
- 1.7 Demonstrate effective management of school buildings, grounds, equipment, supplies, budgets, and funds for which he/she is accountable.
- 1.8 Demonstrate a working knowledge and compliance with the School Act Regulations, Ministerial Orders, Board of Education policy and regulations, collective agreements, and administrative directives.
- 1.9 Demonstrate competence in human resources management, including participation in the selection and assignment of personnel and staff supervision.
- 1.10 Maintain an effective working relationship with school-based and district staff.
- 1.11 Demonstrate sound labour practices in keeping with applicable statutes, policies, regulations, agreements, and directives.
- 1.12 Demonstrate a commitment to personal and professional growth and facilitate the professional growth and development of school staff.

### **2. Absence of Principal**

- 2.1 In the absence of the principal, the vice-principal shall assume the duties of the principal.
- 2.2 If there is no vice-principal, a staff member recommended by the principal may be appointed to undertake the principal's duties, subject to the approval of the Board.
- 2.3 Remuneration for the position of principal will take effect from the tenth consecutive day of the principal's absence retroactive to the first day. The increase in pay for that period of time shall be based on the Principal's Employment Plan.

Date Agreed: November 13, 2002

Date Amended: N/A

Related Document: School Regulation 5