

DUTIES OF PRINCIPALS

CORE FUNCTION

The principal shall be responsible for establishing and maintaining conditions conducive to learning and teaching.

DETAILS OF FUNCTIONS

Educational Leadership Functions

1. Program Implementation

- Shall create an environment that is conducive for the staff individually and collectively to pursue the development of programs that best meet the interests and needs of students.
- Shall be responsible for initiating procedures for program evaluation.
- Shall be responsible for coordinating the programs within the school into a total functional operation.

2. Staffing

- Shall be responsible, in cooperation with the Superintendents' Department, for the hiring and placement of personnel on the staff, and for recommending dismissal to the Superintendents' Department.
- Shall evaluate the effectiveness of each member of the staff in accordance with the plan contained in this Policy Manual, and shall forward such reports, after signature by the teacher concerned, to the Superintendents' Department.
- Shall be responsible for cooperating with the Faculties of Education in providing their students with beneficial teacher training experiences.

3. Communicating

- Shall involve staff in decision-making.
- Shall keep the Superintendents' Department fully advised as to the conditions and needs of the school and shall submit reports as required.
- Shall be responsible for developing procedures within the school that facilitate "open" communication between the school and the home.

- Shall keep the people within the school community informed about the school and its activities.
- Shall hold staff meetings as necessary for the purpose of discussing education and administrative matters.
- Shall communicate with the Director of Operations and/or the Coordinator of Maintenance and Custodial Services about issues related to the work of custodial staff in the school.
- Shall be responsible for maintaining liaison with personnel providing specialized professional services in the school division, (e.g. Student Support Services, Community Schools.)

4. Professional Development

- Shall display leadership and assist in the individual and collective professional development of the staff.
- Shall personally undertake professional growth activities.
- Shall assist in the identification of desirable professional growth activities for participation by all administrators and supervisors in the School Division.

5. Student Concerns

- Shall be responsible for providing a climate in which students can develop self-discipline.
- Shall involve students in certain decision-making activities in the school.

Administrative Functions

1. Student Administration

- Shall be responsible for the registration of pupils and for the maintenance of up-to-date cumulative records as specified by the Superintendents' Department.
- Shall be responsible for the organization of the supervision of pupil activities in the school building, on the school grounds, from prior to school opening to immediately after school dismissal.
- Shall authorize, and shall be responsible for the supervision of, activities sponsored and conducted by the student organizations of the school.

- Shall be responsible for the organization of school patrols according to the regulations contained in this Policy Manual.

2. Finance Administration

- Shall prepare the school's annual operating and capital budgets within the bounds established by the Superintendents' Department and shall supervise the ongoing expenditures under the school's control.
- Shall be responsible for the administration of a system of accounting for all school monies and shall submit all books to the Secretary-Treasurer for an annual audit.

3. Facilities

- Shall be responsible for taking all reasonable precautions to safeguard the health and safety of staff and pupils.
- Shall be responsible for inspecting the condition of school property and for reporting instances of vandalism and break-ins to the Superintendent and the Director of Maintenance. Where damage is serious and appears to have been deliberate, it shall be reported to the Police Department or other appropriate action shall be taken.

4. Personnel Administration

- Shall be responsible for the functional supervision and the evaluation of the work of the custodial staff assigned to the school.
- Shall be responsible for the direction of the work of the clerical staff, teacher aides and volunteers in the school.

5. Policy Manual

- Shall be responsible for implementing all policies within the Policy Manual that are related to the students and staff within the school.
- Shall be responsible for seeing that copies of this Policy Manual in the school are kept up to date.
- Shall be responsible for maintaining an awareness of Board policy within the school.

Other Provisions

The duties of principals are subject to the provisions of Provincial Statutes related to education and to Section 43 of the Criminal Code of Canada, as attached.