

Administrative Procedures 2004 MR4

Administrative Positions Duties and Responsibilities

Principals' and Vice-Principals' Roles and Responsibilities

The responsibilities of school based Principals' and Vice-principals' are listed below. It is understood that schools, which have an administrative team, may distribute individual responsibilities compensatory with each team member's experience, skill set and administrative assignment. In addition, other duties may be assigned within specific policies and by the school districts' senior leaders.

1. *Vision Implementation*

- a. Builds and communicates a set of priorities based on an assessment of the school community.
- b. Develops, in consultation with stakeholders, strategies for accomplishment of a School Learning Plan.
- c. Supports alignment of the School Learning Plan with district and ministry initiatives.

2. *Leadership Education*

- a. Confers with district staff on matters of educational policy and practice.
- b. Ensures that student needs are correctly identified and that appropriate placement of students and teachers occurs to maximize learning.
- c. Supervises teachers regularly and provides detailed feedback to help them improve instructional skills and is highly visible in classrooms.
- d. Ensures staff apply current knowledge about learning and child development.
- e. Ensures that appropriate mechanisms for the assessment, evaluation and communication of student progress are in place
- f. Promotes and / or models a wide variety of teaching methods while providing support and resources for implementing new techniques, strategies and materials within curricula.

- g. Ensures that all educational staff are involved in continuous and appropriate curriculum development and evaluation.
- h. Evaluates teachers and support staff in accordance with provisions of the collective agreement and the *School Act*.

3. *School Climate and Culture*

- a. Establish a climate which promotes high levels of understanding and engagement for staff, students and community.
- b. Maintains a positive and visible presence in the school.
- c. Works with staff and students to develop a positive, strong school culture that emphasizes a caring climate that gives staff, students and the greater community a sense of belonging.
- d. Supportive of a diverse range of programs /activities within and outside of the classroom that benefit the whole student and increase their sense of belonging.

4. *Management and Decision Making*

- a. Oversees school operations and routines, ensuring alignment with school district policies, school act, collective agreement and school code of conduct.
- b. Effectively schedules student and staff activities.
- c. Promotes and monitors the school's extra-curricular program, school activities and events.
- d. Develops a plan and manages the effective use of school finances.
- e. Ensures the maintenance of records and files in accordance with district and provincial policy and procedures.
- f. Manages the use and care of the building, equipment and grounds.
- g. Ensures the provision of adequate health, safety and security measures.

5. *Interpersonal Communication*

- a. Ensures that roles, duties, responsibilities and lines of communication for all school personnel are defined and understood
- b. Presents ideas clearly and concisely in written and oral communication.

- c. Celebrate accomplishments of students and staff.
- d. Listens to and demonstrates sensitivity to the problems faced by others and deals fairly with them in positive and appropriate ways.
- e. Responds positively to challenges and constructive criticism.
- f. Cultivates an atmosphere of openness, trust and mutual respect.

6. Community Relations

- a. Represents the board's interests when meeting with the public.
- b. Establishes effective procedures for communicating information to the community.
- c. Clarifies and promotes school vision within school and community when responding to parent and community concerns.
- d. Makes judicious and effective use of community resources.
- e. Encourages and facilitates the formation and operation of a Parent Advisory Council (PAC).
- f. Ensures that staff establishes a constructive dialogue with and provides information to parents.

7. Professional Development

Staff Development

- a. Ensures that staff are knowledgeable of district and other educational resources, including in-service opportunities.
- b. Encourages and facilitates staff participation in professional growth activities.
- c. Involves staff in developing in-service activities that support the School Goals and student learning, and that reflect the district's values and goal.
- d. Acts as a resource for instructional practices, new curricula and student learning.

Personal Professional Development

- e. Develop / Review / Revisit a personal plan that includes professional goals and objectives to meet the needs of the school and his / her own professional growth.
- f. Participates in professional development activities.

- g. Keeps informed and involved in current trends, practices and research in the educational field / professional field.
- h. Engages in and supports the professional development of colleagues.