



Principal/Vice Principal/Assistant Principal

Administrative Procedure 2.B.230

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

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Philosophy

Evergreen School Division believes in a system that fosters respect, caring and good communication. Employees of the Division are expected to honour these values in their daily interactions with staff, students, and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of all positions of trust in our public school system.

The Principal operates under the supervision of the Superintendent/CEO to provide two major duties: educational leadership and administrative management as it relates to the following **functions**:

- ***Instructional Leadership***
- ***Parent/Community Facilitator***
- ***Principal as Visionary***
- ***Principal as Change Agent and Problem Solver***
- ***Principal as Manager***

The principal operates as a divisional team member that provides efficient and effective service within the school and the school division. The school team operates under the daily direction of the principal.

The Principal shall be responsible to the Superintendent for administering the general policies and programs of the Division, and for keeping his/her staff informed about such policies and programs. Subject to the provisions of the Public Schools Act, the Educational Administration Act and the Regulations of Manitoba Education and Training, the Principal shall be responsible for all detailed organization of the school, and for the supervision of all personnel working in the school including teaching, clerical and care-taking staff.

Duties

Evergreen School Division recognizes and endorses the notion that there are two major responsibilities of the Principalship. First, the Principal is responsible for providing educational **leadership** for the school community and the Division. Second, the Principal is responsible for the effective administrative management of the **day-to-day** affairs of the school.

Key Leadership Duties include:

- *staff development and growth*
- *curriculum implementation and evaluation*
- *community relations and school collaboration*
- *development and implementation of an Annual School Plan*
- *student co-curricular and extra curricular activities*
- *appropriate involvement in Divisional initiatives*

Key Administrative Duties include:

- ensuring that the pertinent sections of the PSA and Educational Administrative Act and regulations under the Act, Board policies and directives, and any other legislation relating to the operation of the school are properly implemented and adhered to
- developing procedures and routines for the orderly and safe operation of the school
- effectively managing the school budget
- effectively managing the school building and grounds

It is recognized that the Principal may delegate or involve other staff members in carrying out the above duties.

To help principals in the interpretation of efficiency and effectiveness of their duties, specific task demands and categories are available from the Superintendent of Schools.

Relationships

- The Principal reports to the Superintendent/CEO.

While the Principal's primary responsibility is for the well being of his/her school, it is recognized that the Principal has an obligation to engage in activities that contribute to the overall development and growth of the Division.

Administrative Improvement

- It is recognized that the professional growth of the Principal is a shared responsibility of the individual and the Division.
- A Professional Growth Plan is to be completed each year.

The duties of the Vice Principal and Assistant Principal will be determined by the Principal based on the amount of time allocated to the position in the school.

APPENDIX A

PRINCIPAL

JOB DESCRIPTION Categories

- ***Instructional Leadership***
- ***Parent/Community Facilitator***
- ***Principal as Visionary***
- ***Principal as Change Agent and Problem Solver***
- ***Principal as Manager***

The categories are an expansion of the Job Description of the Principal and are intended to assist the Principal in the implementation of his/her duties.

With the above categories in mind, the attributes of an effective school administrator are:

- (a) effective communicator with staff, students and parents
demonstrated knowledge of effective teaching practices
- (b) a person who demonstrates caring and respect
- (c) a person who utilizes data and feedback to assist in decision making
- (d) a consensus builder
- (e) a visionary who establishes a vision, mission, goals and values for a school
- (f) a person who enforces the values of the school in a caring and respectful way to students staff and parents
- (g) a person committed to professional growth and development
- (h) a person committed to the professional growth and development of all of the participants within the school
- (i) a knowledge explorer
- (j) an effective decision maker

- (k) a person with good technological skills that can be applied in the teaching, learning and administrative areas
- (l) a person who effectively utilizes the resources within the school to achieve the school goals and strategies to the maximum potential
- (m) a person who is firm, caring and consistent in the application of the school discipline policy and school discipline plan
- (n) a person who provides a positive, caring and respectful environment for all members of the school
- (o) a person who contributes effectively to the divisional administrative team
- (p) a person who has demonstrated skills as a presenter, coach, mentor and a facilitator

TASK DEMANDS of the PRINCIPALSHIP

The following task demands are included for the purpose of assisting principals in carrying out the day-to-day activities. These task demands will be particularly helpful to new principals who require further information in the implementation of their daily functions.

TASK DEMANDS :

Administration:

- to administer and enforce the policies of the Board of Trustees in all aspects of the instructional programming and other related areas of the School Division
- to ensure the Superintendent and the Board of Trustees are provided with such information as required to effectively make administrative and policy decisions
- to ensure the development and implementation of a yearly school improvement plan
- to ensure that the Board of Trustees receives adequate, accurate and timely information
- to attend all regular administrative and other meetings delegated by the Superintendent and/or the School Board
- to review, assess and make recommendations to the Board of Trustees concerning policies, rules, regulations and procedures for effective implementation of the instructional programming and other related areas
- to provide guidance, leadership and coaching to staff in the implementation of School Plans, Improvement Plans, Instructional Improvement Plans, and Staff Development

- to provide guidance, leadership and coaching to ACSL in the implementation of School Plans, Improvement Plans
- to serve on committees as directed by the Superintendent and/or the Board -of Trustees
- to ensure that confidentiality is maintained in the school as it relates to hiring staff, students

Staffing:

- to organize, coordinate, direct and supervise the work of all school staff including substitutes.
- to participate in and be responsible for recommendations for hiring of all instructional staff in conjunction with the Superintendent, as per Board policy
- to be responsible for recommendations for hiring of support staff in conjunction with other divisional administrators, where appropriate.
- assignment, discipline, suspension or dismissal of personnel under his/her direct authority within the contracts, employment conditions, Board policy or legislation. The Superintendent is to be informed about concerns expressed about staff.
- to evaluate annually the performance of personnel under his/her direction, in accordance with Board policy. Based on the evaluations, school plans and other school needs, suggest staff for promotion, transfer, demotion or dismissal as warranted.
- to ensure that the appropriate documentation is maintained for performance, evaluation and concern issues
- to ensure the effective implementation of the Instructional Improvement Model.
- to ensure appropriate professional development for instructional staff in consultation with the divisional administrators and/or the Professional Development Advisory Committee
- to ensure appropriate professional development for support staff
- to approve individual staff development plans and their congruence with school plans and divisional plans
- to recommend to the Board of Trustees staffing requirements as per divisional policy

Organizational:

- to implement those action plans which pertain to the school and school division and to advise the Superintendent and the Board of Trustees in the development of an organizational delivery plan.
- to participate in the review of the organizational delivery plan on an annual basis
- to ensure that all information and/or reports required by Manitoba Education and Education Training are properly and promptly provided.
- to ensure that the requirements of the Department and regulations are followed

Finance:

- to implement and account for the School budget as per divisional policy and practice as determined by the Superintendent and Secretary-Treasurer
- to follow the budget process in accordance with the policy of the Board of Trustees
- to ensure and account for the proper expenditures of the instructional budgets, grants and school/student funds.

Education:

- to ensure each school develops, submits and works toward providing an appropriate and effective staff development plan
- to ensure that the monitoring and evaluating of all non-teaching staffs occur according to Board policy

Programs:

- to ensure that the monitoring and evaluating of educational programs and services takes place on an on-going basis
- to ensure the maintenance of student discipline according to policy and regulations
- to ensure the effective evaluation of student progress and achievement.
- to maintain effective communications with parents or guardians regarding the total school program. student achievement, placement and behavior.
- maintain the welfare of students by organizing and supervising patrols

where applicable, organizing supervision, providing a safe environment in which students can work and play, and making readily available first aid supplies and treatment. Report to the Division office any damage or hazards that may lead to injury.

Fiscal and Plant Management:

- shall keep his/her superior fully advised as to the condition, need and operation of the school.
- conduct fire drills as required by regulations and see that all personnel within the school
- are familiar with all procedures to be followed in case of a fire. Fire exit signs shall be placed in each room.
- shall have the responsibility of assigning keys in accordance with School Board policy.
- assume responsibility for the general cleanliness and maintenance of his/her school.
- maintain the security of equipment within the school under his/her charge by having the school locked at the end of each day.
- report to the Superintendent's office any break in, theft or vandalism as soon as possible.
- shall keep or direct the keeping of an inventory within the school.
- shall prepare a budget for his/her school and submit it to the Secretary-Treasurer's office each year when required.
- shall prepare and submit to the Secretary-Treasurer's office a list of capital items when required.
- shall inspect the school grounds and school buildings to see that they are free from hazards which might cause accidents and shall notify the proper authorities of any conditions that need to be remedied.

Professional Development:

- advise and assist the Superintendent's office in determining educational needs, developing or modifying educational programs to meet those needs, and assessing the effectiveness of educational programs.
- keep informed of education developments and best practices

- be the instructional leader and promote the professional and academic growth of his/her staff through staff meetings, in-service training . school improvement, instructional improvement and personal contract.

Supervision:

- maintain or direct the maintenance of records and files, and, the preparation of reports.
- supervise or organize the supervision of school activities sponsored by or participated in by students of his/her school.
- prepare and implement the timetable, class lists and schedules, and supervision schedules. In case of contemplated changes or deviations from the previous year, the Principal should consult with the Superintendent's office.
- when not involved in teaching duties, the Principal shall devote as much time as possible to the Supervision of his/her school; observing methods of instruction and endeavoring to improve the efficiency of his/her staff and the school in general.
- report any accidents or injuries of students or staff to the Superintendent's office on the forms provided by the Division Board Office.
- shall see that every teacher shall be in his/her place in the school at least ten minutes before the opening of the forenoon session, and at least five minutes before the opening of the afternoon session.
- during the absence of the Principal of a school where there is no Vice-Principal, the Principal shall designate a member of the teaching staff of that school to assume the duties and responsibilities of the Principal and inform the Superintendent of the person responsible.
- shall hold regular staff meetings for the purpose of discussing educational and administrative matters at least once a month.

REGULATIONS

1. The assistant principal is the principal designate in the absence of the principal, with the exception of Gimli High School which is a vice principal position.

2. The assistant principal or vice-principal may be expected to fill other administrative positions where the need arises in the division and qualifications are appropriate.
3. The assistant principal is expected to be part of and complete an “administrative development program” sponsored by the division.
4. The assistant principal’s position is advertised and filled on a yearly basis.
5. The assistant principal would not attend Admin Council except when invited for professional development purposes.
6. There would be a cap of 4 years on the number of years a person can be in the position.

BENEFITS

1. Each school would have a consistent principal designate when the principal is absent. In the case of Gimli High School, the designate is a vice principal.
2. The principal has an external colleague for professional dialogue.
3. The structure allows us to train internal candidates for administrative positions.
4. The allocations are not taking away from teaching positions.
5. The position would greatly reduce our principal designate costs at schools with just one administrator.
6. The system provides an incentive for teachers interested in pursuing administration.

OTHER:

The Board and senior administration reserve the right to assign other duties that they deem necessary.