

## **ROLE AND DUTIES OF PRINCIPALS & VICE-PRINCIPALS**

The Principal is part of a Divisional Administrative Team whose function is to support and assist the schools in meeting the overall objectives of the Division and the needs of individual students.

The role of the Principal is to provide leadership, direction and co-ordination within the school.

The Principal's main focus should be to develop and maintain effective educational programs within his/her school and to promote the improvement of teaching and learning with his/her school. The Principal should strive to create an organization and or climate which fosters student and teacher growth.

In fulfilling this role the Principal shall work under the supervision of the Superintendent of Schools and within the provisions of the Public Schools Act, the Department of Education and Training regulations, and Board Policy.

The duties of the School Principal are all encompassing as all aspects of the schools operations are either directly or indirectly under his/her jurisdiction. In general terms of the Principal shall be responsible for: (a) the detailed organization of the school; (b) the development of the instructional program; (c) the assignment of duties to and the supervision of members of his staff and: (d) the general operation of the school facility.

The amount of time a Principal will be able to devote to administrative duties will vary according to the size and grade level of the school, the amount of time released from teaching, and the demands of a particular year. However the following are all included in the powers and responsibilities of the Principal.

### 1. Leadership and Climate

- a) Continually endeavour to improve the operating effectiveness of the school for which he is responsible.
- b) Keep informed of current practices and techniques relating to school programs, teaching and administration by attending meetings and professional development conferences, and reading professional materials.
- c) When not involved in teaching duties, to devote as much time as possible to the supervision of the school; observing methods of instruction and endeavouring to improve the efficiency of the staff and the school in general.

Keep the Superintendent fully advised as to the conditions and needs of the school.

- d) Suggest appropriate changes in and ensure adherence to approved policies, practices and procedures within his area of responsibility.

## 2. Programming

- a) Co-ordinate and foster the development of programs within the school to best meet the needs and interests of the students. This includes the establishment, supervision, and evaluation of special education programs where a child needs one.
- b) Assist the teaching staff in the development, implementation, modifications, and selection of curriculum materials, and keep the Superintendent informed as to any modifications in or substitution of approved courses.
- c) Develop and support a high degree of student morale through curricular and extracurricular activities and services and co-ordinate the participation of all members of the teaching staff in the extracurricular program.

## 3. School Organization and Staffing

- a) Participate with the School Division Office in the selection of professional, clerical and support staff.
- b) Be responsible for the preparation of timetable, class lists and schedules, and supervision schedules and be responsible for their functioning.
- c) Hold regular staff meetings for the purpose of discussing educational and administrative matters.
- d) Be responsible for the proper registration and transfer of students in the school and for the maintenance of up-to-date student cumulative records.
- e) Maintain or direct the maintenance of other records and files, and the preparation and submission of reports as required.
- f) Establish appropriate procedures for the control of all school textbooks, materials, equipment, etc.
- g) Have authority over Faculty of Education Students accepted at his/her school.
- h) Where there is no Vice-Principal, designate a member of the teaching staff of that school to assume the duties and responsibilities of the Principal in the Principal's absence and inform the staff of the person designated.

## 4. Professional Development

- a) Promote the professional and academic growth of his staff through staff

meetings, in-service training and personal contact.

...3  
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-3-

- b) Take an active role in the selection, planning, and implementation of professional development activities for the staff in cooperation with the Superintendent's Office and the Division's professional development committee.

#### 5. Staff Supervision and Evaluation

- a) As building administrator the Principal is responsible for the daily supervision of the school, its students, facilitators, professional and support staff, volunteers, and personnel from outside agencies.
- b) See that every teacher shall be on duty in the school at least 10 minutes before the opening of the forenoon session, and at least five minutes before the opening of the afternoon session.
- c) Shall evaluate the effectiveness of each member of the staff in accordance with the establishment plan and shall forward written reports to the Superintendent.
- d) Be responsible for the development and conduct of an orientation program for all teachers new to his staff.
- e) See that instructions are prepared for the guidance of substitute teachers.

#### 6. Student Control and Supervision

- a) Establish a climate in which students can develop self-discipline.
- b) To have disciplinary authority over each student while on school premises, while going to and from school, while riding on school buses and while taking part in authorized school activities.
- c) To have authority over activities sponsored and conducted by the student organizations of his school.
- d) Be responsible for the provision of supervision of students and student activities in the school buildings, on school grounds, while loading or unloading from school buses, or involved in field trips or other student activities sponsored by the school.
- e) Work cooperatively with outside agencies such as Community Health Services, Children's Aid Society, Child Care and Development Services, R.C.M.P., etc.
- f) Responsibility to refer to the Public Health Nurse, any child who appears to have a communicable disease or to be in need of attention for other health reasons.
- g) The Principal shall be present with Police Officers if they interview pupils in the

school.

...4  
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-4-

- h) See that no pupil is allowed to leave the school grounds on errands without his/her express permission.

#### 7. Student Evaluation and Reporting

- a) To familiarize himself with the general pupil progress and to assist in its improvement.
- b) Co-ordinate and/or direct the evaluation of student progress and achievement and the provision of regular reports to parents as required by Board Policy.

#### 8. Communication and Public Relations

- a) Maintain communications with parents or guardians regarding the total school program, student achievement, placement and behaviour.
- b) Inform parents of the school activities through newsletters, information nights, parent/teacher conferences, etc.

#### 9. Budgeting and Buying

- a) Be responsible for the administration of the instructional supplies budget for school and the safe keeping of monies or materials that belong to the school or the school division. Establish procedures for the purpose and receipt of materials and supplies necessary to support the instructional program. Ensure that there is a system of accounting for monies from student activities, student fees, gifts or other funds belonging to school or to any student group within the school.

#### 10. Health, Safety, Plant Supervision

- a) Develop and foster a sense of pride and respect for school property so that the facility is an attractive place.
- b) Ensure that all reasonable precautions are taken to safeguard the health and general well being of his staff and pupils of his school. To this end he shall see that pupils and staff are adequately trained to make effective any plans necessary for their safety.
- c) Establish procedures whereby the access of visitors to the school can be monitored and controlled. This would include access by salespersons, guest speakers and former students.
- d) Organize and supervise patrols where applicable, make readily available first aid supplies and treatment.

- e) Inspect the school grounds and school buildings to see that they are free from hazards which might cause accidents and he shall notify the proper authorities of any conditions which need to be remedied.
- f) In the event of where damage is serious and appears to have been deliberate, it shall be reported to the police department in addition to the Division Office.
- g) Report any accidents or injuries of students or staff to the Superintendent's Office on the forms provided.
- h) 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.
- i) Establish effective controls governing the use of any medication, pain killers (aspirin, etc.) by students in the school.
- j) Assume responsibility for the general cleanliness and maintenance of his school.
- k) Be responsible for the direction of the work of Caretaker in the routine cleaning of the school premises. If difficulties arise, they shall be reported through the Secretary-Treasurer.
- l) Work with the Secretary-Treasurer in the planning of capital projects and the routine maintenance of school buildings and grounds.
- m) The Principal shall control use to be made of school buildings and grounds in accordance with Board Policy.

#### Duties of the Vice-Principal

The Vice-Principal shall, in the absence of the Principal, assume the duties and responsibilities of the Principal.

Other duties of the Vice-Principal shall be those worked out by mutual agreement with the Principal.

Approved April 2, 1991  
Revised October 18, 1994