

## Personnel And Employee Relations

### Administrative Procedure #302 Role of Principal and Assistant Principal

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The Principal is responsible for the total operation of the school. The Assistant Principal is appointed to assist the Principal in the performance of the duties assigned to the Principal, with the specific responsibilities of the Assistant Principal to be determined by the Principal, in consultation with the Assistant Principal. The Assistant Principal is accountable to the Principal for the performance of his/her assigned duties.

In accordance with the *School Act* and Board authority, the Principal's responsibilities are as follows:

1. The Principal shall:
  - a. Provide instructional leadership in the school.
  - b. Ensure that the instruction provided by the teachers is consistent with the courses of study and educational programs prescribed, approved, or authorized pursuant to the *School Act* and the policies of the Board of Directors.
  - c. Evaluate or provide for the evaluation of programs offered in the school.
  - d. Ensure that students in the school have the opportunity to meet the standards of education set by the Minister and by the Board.
  - e. Direct the management of the school.
  - f. Maintain order and discipline in the school, on the school grounds and during activities sponsored or approved by the Board.
  - g. Promote co-operation between the school and the community that it serves.
  - h. Supervise the evaluation and advancement of students.
  - i. Evaluate the teachers employed in the school.
  - j. Carry out other duties as required under applicable legislation and regulation, the Minister of Education, and the Thrive School Charter.
  - k. Carry out other duties as assigned by the Superintendent.

In addition, the following responsibilities are assigned to the Principal:

2. Program Supervision and Development:
  - a. Determine present and future educational needs of the school and develop short- and long-range goals and plans to meet those needs.
  - b. Schedule curricular and extra-curricular activities.
  - c. Advise teachers with respect to curriculum support materials and the programs of studies.

- d. Ensure that teachers develop course/unit plans, daily plans, and appropriate assessment procedures.
  - e. Monitor and evaluate programs and recommend new programs for implementation.
  - f. Develop and implement a system to convey required plans and reports to Alberta Education, the Superintendent, the Board, the Thrive School Council, and parents.
3. Supervision and Evaluation of Teachers:
- a. Chair the Selection Committee for the recruitment and selection of teachers.
  - b. Deploy staff effectively in accordance with the teachers' training and skills, students' needs and any related Board policies.
  - c. Orientate new staff and substitute staff.
  - d. Consult with School staff on matters of interest and/or concern.
  - e. Evaluate staff in accordance with the approved performance management policy.
  - f. Provide pertinent information and feedback to the Superintendent in relation to continuing contracts, probationary contracts, and extensions of probationary contracts.
  - g. Promote the professionalism and professional growth of staff members.
  - h. Delegate to Thrive School staff, such duties as are essential to the effective operation of the school.
4. Supervision and Evaluation of Support Staff:
- a. Chair the Selection Committee for the recruitment and selection of support staff.
  - b. Develop job descriptions for all support staff and ensure employees are familiar with their roles and responsibilities.
  - c. Evaluate support staff in accordance with approved performance management policy.
  - d. Participate in the selection of personnel in accordance with approved policy.
5. Supervision of Students:
- a. Ensure appropriate programs are established for students.
  - b. Acquaint students with the School and the programs offered.
  - c. Accept responsibility for implementation of all discipline within the School in accordance with Board policy.
  - d. Ensure appropriate supervision of students at all times during school-sponsored activities, including but not limited to classroom instruction,

playground activities, recess and noon hour periods, extra-curricular activities, and bus loading and unloading.

- e. Ensure student attendance and other records are maintained in accordance with Alberta Education requirements.
- f. Report student achievement to the student, parent/guardian, the Board, the Superintendent and Alberta Education.

6. Provision and Maintenance of Business Services:

- a. Establish school budgets in consultation with the Board, the Superintendent, School Council, and staff.
- b. Collaborate with the Secretary-Treasurer to ensure school expenditures are in accordance with the approved budget.
- c. Accept responsibility for monies handled by the school and account for such funds.
- d. Carry out responsibilities as signing authority.
- e. Ensure up-to-date equipment inventory.
- f. Ensure maintenance requirements are satisfactorily addressed.
- g. Control community use of the school facility in accordance with applicable Board policies.
- h. Conduct emergency or disaster evacuation plans (i.e. fire drills) in accordance with applicable Legislation.
- i. Take appropriate action to ensure the health, safety and welfare of staff and students.

7. School and Community Relationships:

- a. Ensure that parents/guardians have the opportunity to form a School Council in accordance with applicable Legislation and Board policies.
- b. Be a member of the Thrive School Council.
- c. Participate with and report to the School Council in accordance with applicable Legislation and Board policy.
- d. Inform parents and the public about school activities.
- e. Develop and maintain a School Handbook that outlines school mission, philosophy, goals, applicable policies, and expectations.
- f. Address concerns and questions from parents, the Board, the School Council, and the Community.
- g. Provide opportunities to publicly recognize student achievement.
- h. Help foster positive relationships between the School and the Community.
- i. Attend Board meetings as required by the Superintendent.
- j. Help foster positive relationships between the School and the Community.

8. Supervision and Oversight of the Assistant Principal:

- a. The responsibilities of the Assistant Principal shall be defined by the Principal, in consultation with the Assistant Principal, and shall include elements of the responsibilities of the Principal. Each year, the Principal shall review the role of the Assistant Principal for the purpose of assigning responsibilities and expanding the experience of the Assistant Principal, recognizing the need to use individual strengths appropriately so as to ensure the effective school administration.
- b. In the absence of the Principal, the Assistant Principal is designated as the Acting Principal of the school. In the event that the school acquires more than one Assistant Principal, the Principal shall determine which of the Assistant Principals is designated as acting Principal in the absence of the Principal.
- c. Over time, it is envisaged that the Assistant Principal will demonstrate the capabilities and competencies expected of a Principal.
- d. The Assistant Principal may assist the Principal in the supervision and evaluation of teachers, except when a teacher evaluation is undertaken because the Principal has reason to believe that the performance of the teacher may not be meeting the Teaching Quality Standard, in which case the evaluation must be undertaken solely by the Principal.
- e. Teacher evaluation reports must bear the signature of the Principal. The Assistant Principal's signature may be included if the Assistant Principal has contributed to the process.