



POLICY 4800

ROLE OF THE PRINCIPAL / VICE PRINCIPAL

POLICY:

As a member of the district leadership team, the principal/vice principal is responsible for providing leadership direction on all matters related to curriculum, educational programs, and/or support for students with special needs.

Additionally, the principal/vice principal is responsible for the supervision of professional and support staff within their school, the leadership and support effective instructional and assessment practices and to build both individual and school staff capacity.

The principal/vice principal is expected to participate as a member of the district leadership team and to provide expertise in meeting the Board's goals and other duties as outlined in [Section 20](#) of the *School Act* and [Section 5](#) of *School Regulation*.

1. RESPONSIBILITIES

The principal/vice principal will:

- 1.1 On a yearly basis, develop with staff, parent advisory councils, school planning councils and students (where appropriate), school goals consistent with district and ministry goals.
- 1.2 On a yearly basis, inform parents that they have a right to participate in the existing parent advisory council (or that they have the right to form one if one does not exist).
- 1.3 Maintain effective interpersonal relationships, particularly related to the decision-making process. This includes:
 - (a) eliciting commitment to decisions;
 - (b) establishing expectations involving individuals and groups;
 - (c) challenging and constructively criticizing;
 - (d) solving problems;
 - (e) listening, responding; and
 - (f) communicating effectively (both verbally and in writing).
- 1.4 Ensure that the approved curriculum (i.e. locally developed) is appropriately taught in the school and that the prescribed curriculum (required by the ministry) is interpreted and implemented appropriately.
- 1.5 Establish and maintain positive relations with the parents and the community, ensuring two-way communication.

REFERENCES: [Section 5](#) of *School Regulation*. [Section 20](#) of the *School Act*

ADOPTED: December 14, 2021

Amended:



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- 1.6 Display expertise in organization and management, including the provision of an environment which is safe, healthy, and well disciplined.
- 1.7 Demonstrate effective management of school buildings, grounds, equipment, supplies, budgets, and funds for which he/she is accountable.
- 1.8 Demonstrate a working knowledge and compliance with the School Act and Regulations, Ministerial Orders, Board of Education policy and practice, collective agreements, and administrative directives.
- 1.9 Demonstrate competence in human resources management, including participation in the selection and assignment of personnel and staff supervision.
- 1.10 Maintain an effective working relationship with school-based and district staff.
- 1.11 Demonstrate sound labour practices in keeping with applicable statutes, policies, regulations, agreements, and directives.
- 1.12 Demonstrate a commitment to personal and professional growth and facilitate the professional growth and development of school staff.

2. ABSENCES OF PRINCIPAL

- 2.1 In the absence of the principal, the vice principal shall assume the duties of the principal.
- 2.2 If there is no vice principal, a teacher, appointed through the processes detailed in B.25.2 of the collective agreement, between the Rocky Mountain Teachers' Association and School District No. 6, will undertake the principal's duties, subject to the approval of the Superintendent.
- 2.3 Remuneration for the Vice Principal who acts in the role of principal will take effect from the tenth consecutive day of the principal's absence retroactive to the first day. The increase in pay for that period shall be based on the principal's employment contract.

Immediate supervisor: superintendent of schools

REFERENCES: [Section 5](#) of School Regulation. [Section 20](#) of the *School Act*

ADOPTED: December 14, 2021

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