



SCHOOL ADMINISTRATION – PRINCIPAL AND ASSISTANT PRINCIPAL

Background

The Division views the Principal and Assistant Principal as an administrative team responsible for achieving the goals of the Division and the school. A team approach to management contributes to the successful and efficient operation of the school, in that complementary roles and functions ensure the full leadership skills and abilities of the individual administrators are utilized.

The role of Catholic school administration is central to providing and maintaining an effective ongoing instructional school program and the development of the whole person. It is the task of the administration to give specific form to this vision of Catholic education. Accordingly, in a Catholic school, Christian values are to permeate the actions of administrators, staff, and students.

Procedures

1. In accordance with the Education Act, the Superintendent:
 - 1.1 Shall assign a Principal to each school.
 - 1.2 May assign a Principal to be a Principal of more than one (1) school.
2. The Principal is responsible to the Superintendent.
3. The Principal is responsible for:
 - 3.1 Serving as a role model for Catholic leadership through participation and involvement in parish and school faith communities.
 - 3.2 Providing instructional leadership in the school.
 - 3.3 Ensuring that the instruction provided by the teachers employed in the school is consistent with the courses of study and education programs prescribed, approved, or authorized, pursuant to the Education Act.
 - 3.4 Evaluating or providing for the evaluations of programs offered in the school.
 - 3.5 Ensuring that students in the school can meet the standards of education set by the Minister.
 - 3.6 Directing the management of the school.
 - 3.7 Maintaining order and discipline in the school and on the school grounds and during activities sponsored or approved by the Division.
 - 3.8 Promoting cooperation between the school and the community that it serves.



- 3.9 Supervising the evaluation and advancement of students.
- 3.10 Evaluating the teachers and other staff employed in the school.
- 3.11 Subject to any applicable collective agreement and the Principal's contract of employment, carry out those duties that are assigned to the Principal by the Superintendent in accordance with the procedures and the requirements of the School Council and the Division.
- 3.12 Achieving the mission and educational goals established for the Division.
- 3.13 Assisting in the selection, deployment, and development of staff, and making recommendations regarding tenure and termination.
- 3.14 Planning and controlling expenditures related to a local school-based budget.
- 3.15 Other duties as assigned by the Superintendent.
- 4. In accordance with law, Board Policy, and Division Administrative Procedures:
 - 4.1 In a school where there are eight (8) or more teachers, the Superintendent will appoint an Assistant Principal.
 - 4.2 In a school where there are twenty-five (25) or more teachers, the Superintendent may appoint a second Assistant Principal.
 - 4.3 Additional Assistant Principals may be appointed by the Superintendent, if deemed necessary.
- 5. The Assistant Principal is responsible to the Principal.
- 6. The Principal is responsible to develop a job description that outlines the specific duties of the Assistant Principal.
- 7. In the absence of the Principal, one (1) Assistant Principal will be designated by the Principal or Superintendent to be responsible for the operations of the school.

Reference: Section 32, 33, 52, 53, 55, 197, 202, 203, 204, 222 Education Act