

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 440
SECTION:	RELATIONS		
PROCEDURE:	ROLE OF THE PRINCIPAL		

BACKGROUND

The Principal is responsible for the total administration of the school in accordance with the Education Act and the administrative procedures of the Division. A Principal in the Division must demonstrate through daily actions that he/she works in a collegial manner and exemplifies the qualities that are necessary to fulfill the following expectations listed below.

DUTIES AND RESPONSIBILITIES

1. Catholic Leadership - Based on Gospel values and the teachings of Jesus Christ, religious leadership is demonstrated by modeling and setting direction in a Christ-centered culture through prayer, celebrations, symbols, social justice and art. As the religious leader of the school, the Principal:
 - 1.1 Strives to permeate all aspects of life in the school with the religious dimension;
 - 1.2 Supervises the religious education courses offered at all grade levels; and
 - 1.3 Encourages teachers to integrate Catholic teaching into the curriculum both in the content and method of instruction.
2. Instructional Leadership - Instructional leadership is the art of creating an environment that supports the pursuit of excellence in the teaching-learning process by encouraging best classroom practices. Instructional leadership is facilitated through the supervision, evaluation and professional growth of all staff members. As the instructional leader, the Principal:
 - 2.1 Provides leadership in implementing goals and objectives of the Division and Saskatchewan Learning to meet the needs of the community;
 - 2.2 Coordinates, facilitates, oversees and evaluates the instructional program within the school;
 - 2.3 Maintains accurate record keeping of achievement and standardized test results and utilizes this data strategically to improve student learning; and
 - 2.4 Supervises and evaluates all staff members in the school and encourages their professional development.

3. Managerial Leadership - Managerial leadership is a holistic approach that facilitates the smooth operation of a positive learning environment through the effective and efficient stewardship of resources within the parameters established by the Division and Saskatchewan Learning, and in the spirit of our Catholic faith. As an a managerial leader, the Principal:
- 3.1 Performs those duties required by law, by Board policy, by administrative procedures and as assigned by the Director;
 - 3.2 Organizes staff and delegates duties and responsibilities, following appropriate consultation, with the aim to achieve the best possible education for students; and
 - 3.3 Guides the school towards achieving its goals through good decision planning, open communication, and effective decision-making.

4. Human Relations

- 4.1 Establishes relations with staff which will contribute to good staff morale and an atmosphere permitting professional and academic growth.
- 4.2 Provides for the orientation of new staff and for keeping the staff informed throughout the year of new policies, procedures and all other developments which have a bearing on the instructional program and classroom operation.
- 4.3 Outlines clearly the individual responsibilities of staff members.
- 4.4 Assumes responsibility for the welfare of all students.
- 4.5 Provides liaison with the home through interviews, visitors' days, bulletins, parent-teacher groups and in general maintain a sound public relations program.
- 4.6 Fosters an educational system based on Christian values and practices.

5. Duties of the Principal - Education Act, Section 175

The Principal, under the supervision of the Director, shall be responsible for the general organization, administration and supervision of the school, its program and professional staff and for administrative functions which pertain liaison between the school and the Board and its officials and, without restricting the generality of the foregoing, the Principal:

- 5.1 Organizes the program of courses and instruction approved by the Board for the school;
- 5.2 Assigns, in consultation with staff, the duties of each member of the teaching staff;
- 5.3 Prescribes the duties and functions of assistants and support staff;
- 5.4 Exercises general supervision over the work of all members of staff and of other employees of the Board whose duties relate directly to the care and maintenance of the school building and its facilities and to the well-being and good order of students during the period of each day when the students are under the control of the school;
- 5.5 Provides leadership for enhancement of the professional development of his staff;
- 5.6 Co-operates with the universities in programs for the education and training of teachers;

- 5.7 Conducts, in co-operation with staff, a continuing program of planning and evaluation with respect to the objectives, curriculum, pedagogy and effectiveness of the instruction program of the school;
 - 5.8 Defines and describes the standards of the school with respect to the duties of students and give such direction to members of staff and to students as may be necessary to maintain the good order, harmony and efficiency of the school;
 - 5.9 Administers or causes to be administered such disciplinary measures as may be considered proper and consistent with this Act;
 - 5.10 Establishes, in consultation with staff, the procedures and standards to be applied in evaluation of the progress of students and in making promotions;
 - 5.11 Develops, in co-operation with staff, procedures for preparation of reports to parents or guardians on the progress of students and establish mutually acceptable and beneficial channels for communications between the school and parents of students;
 - 5.12 Maintains regular liaison with the Director with respect to all matters pertaining to the well-being of the school, the staff and the students;
 - 5.13 Advises and makes recommendations to the Director with respect to staffing of the school;
 - 5.14 Prepares and furnishes to the Director, the Board and the Department such reports and returns as may be required from time to time with respect to the school;
 - 5.15 Exercises leadership, in co-operation with the Director and the Board, in the promotion of public involvement in education in the school and in the Division".
6. In addition, the Principal shall assume any other duties as may be assigned by the Director.
7. Confidentiality

- 7.1 At no time should a principal discuss in public information pertaining to employees, students or the operation of the school division. The principal is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

Reference: Sections 85, 87, 108, 109, 175 Education Act

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