

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 441
SECTION:	RELATIONS		
PROCEDURE:	ROLE OF THE VICE-PRINCIPAL		

BACKGROUND

The Vice Principal in the Division participates in the total administration of the school. The Vice Principal is directly responsible to the Principal for performance of assigned duties and responsibilities. Such duties and responsibilities are established through consultation and are to be written and retained within the school.

The Vice Principal will assist and support the Principal in applying the Catholic philosophy of education to the teaching-learning environment.

As a member of an administrative team, the Vice Principal demonstrates through actions that he/she works in a professional manner and exemplifies qualities necessary to fulfill the following expectations.

DUTIES AND RESPONSIBILITIES

1. Catholic Leadership - As a religious and moral leader of the school, the Vice Principal:
 - 1.1 Strives to permeate all aspects of life in the school with the religious dimension in order that the growth of the school as a Catholic community be fostered;
 - 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 - As an educational leader, the Vice Principal:
 - 2.1 Provides supportive leadership required to achieve the goals and objectives of the Division and Saskatchewan Learning to meet the needs of the school community;
 - 2.2 Participates in coordinating, facilitating, overseeing and evaluating the instructional program within the school;
 - 2.3 Participates in accurate record keeping of achievement and standardized test results and utilizes this data strategically to improve student learning; and
 - 2.4 Participates in the supervision and evaluation of staff members and encourages their professional development.

3. Managerial Leadership - As an effective manager, the Vice Principal:
 - 3.1 Performs those duties assigned by the Principal;
 - 3.2 Participates in the organization of staff and in those decisions related to the delegation of duties and responsibilities to staff; and
 - 3.3 Shares in the responsibility of directing the school toward achieving its goal through good 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 Assists with 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 Assumes responsibility for the welfare of the students in his/her school.
 - 4.4 Supports liaison with the home through interviews, visitors' days, bulletins, parent-teacher groups and in general maintain a sound public relations program.
 - 4.5 Fosters an educational system based on Christian values and practices.
5. In the absence of the Principal, the Vice Principal shall assume the Principal's role.
6. Confidentiality
 - 6.1 At no time should a vice-principal discuss in public information pertaining to employees, students or the operation of the school division. The vice-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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