

LL 101834

CCA

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF
JOB DESCRIPTIONS**

POSITION TITLE: PRINCIPAL

REPORTS TO: The Superintendent or designate

SUPERVISES: The total staff employed in the school and the school volunteers

QUALIFICATIONS:

- a) Level I Administrator's Certificate preferred (Manitoba Education)
- b) M.Ed. with a major in administration preferred (from an accredited University)
- c) Knowledge of and practical work in staff supervision based on current instructional effectiveness theory (Division model)
- d) Minimum of one year experience as vice principal

QUALITIES:

- a) A record of success in interpersonal relationships
- b) Able to generate enthusiasm and develop competence, to motivate and lead a team
- c) Able to communicate; the ability to understand a problem and describe it to others
- d) Able to delegate responsibility
- e) Able to develop effective Professional Learning Communities

DUTIES:

In accordance with the Public Schools Act, Education Administration Act, School Division Policy and administrative directives, the school principal shall be responsible for:

1. The implementation, delivery, outcome and evaluation of all programs both curricular and co-curricular.

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2. The placement of students in classes and the issuing of statements of their standing. The assessment and evaluation of student achievement and the reporting process to students and parents on a regular basis.
3. The deployment, evaluation and professional development of personnel assigned to the school.
4. The encouragement of a positive student attitude toward self, others, school and education.
5. The encouragement of a positive staff and community attitude toward the students, the school, the School Division personnel, the School Division and its programs.
6. The good order and discipline of the school and the development and maintenance of the school's behaviour code.
7. The conduct of students on their way to and from school, while being conveyed to or from school, and the safety, welfare and conduct of students while participating in school programs and school functions.
8. The transportation of students as provided by Division Policy.
9. The neatness, cleanliness, safety, security and state of maintenance of buildings, grounds, furnishings and equipment; and ensuring that the school premises are properly cared for by the pupils of the school.
10. The planning for and the control of the expenditure of funds allocated to and generated by the school.
11. The administration of division policies in relation to the reporting of child abuse, Individual Educational Plans, and school-to-work Transition Plans.
12. The supervision of staff, pupils, buildings and grounds during school hours.
13. Providing pertinent and meaningful information about the school and related educational matters to parents and the community through the development of the Annual School Plan.

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14. Providing the student's cumulative file or record to the new school upon a student transfer.
15. Participating in the hiring, assignment and evaluation of teachers having regard for parental and community views when making recommendations about these matters to the Superintendent or designate.
16. Involving teachers in any planning process that is undertaken in the school.
17. Preparing reports as required by the Division and/or the minister.
18. Preparing attendance reports as compiled by teachers for the Secretary-Treasurer/ Chief Financial Officer of the Division.
19. Providing information from the Division and/or the minister to pupils and their parents.
20. Conducting fire drills in accordance with the regulations provided on fire drills.
21. Conducting inspections of the school premises and reporting any necessary repairs to the appropriate supervisor.
22. Leaving pertinent records dealing with the operation of the school upon leaving the position of principal.
23. The performance of additional duties as assigned by the Superintendent or his/her designate.

Educational Leadership and Management Functions:

1. Programs

The Principal shall:

- a) develop written program goals, objectives and outlines to emphasize a clear academic focus.

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- b) support teacher efforts to maintain briskly-paced instruction where appropriate and work with teachers to determine what content needs to be taught.
- c) encourage the integration of skills and knowledge across subject matter.
- d) ensure that the "Instructional Excellence" concept as approved by the School Division is implemented.
- e) assist teachers in acquiring a broad repertoire of instructional methods.
- f) assist teachers in integrating higher level thinking skills and individualizing instruction through the use of differentiated instruction techniques.
- g) maximize the time available for instruction, reduce classroom interruptions and ensure students' "time on task" is maximized.
- h) monitor the procedures used in assessing, recording and reporting student achievement.
- i) review all student achievement reports before distributing them to parents.
- j) evaluate programs on a regular basis to ensure that Divisional and Manitoba Education curricula are implemented effectively.
- k) maintain an effective co-curricular program to further the achievement of the goals of education developed by the school.
- l) use out-of-school personnel to enhance school programs.

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2. Personnel

The Principal shall:

- a) evaluate staff in accordance with School Division policy and forward such reports to the Superintendent's Department as required.
- b) ensure that staff members are aware of evaluation criteria and processes while maintaining systematic supervision procedures for all staff.
- c) be responsible for the direction of the work of all staff assigned to the building.
- d) initiate a system of formative evaluation for the teaching staff.
- e) allocate staffing units, and timetable human resources to optimize instruction.
- f) develop and maintain orientation programs for new staff.
- g) assist staff with their professional growth by ensuring appropriate staff development.

3. Communication

The Principal shall:

- a) keep the Superintendent's Department fully informed as to the conditions and needs of the school and the staff and shall submit reports as required.
- b) maintain a high standard of clarity in written and verbal communications, conduct effective staff meetings and be aware of the needs of the informal staff structure in the building.
- c) organize a parent organization to develop support for the school's mission and provide for parental input where required.

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- d) provide appropriate information to parents and other community members that will assist them in becoming full and active educational partners. This includes information on learning outcomes; provincial standards; teaching and learning approaches; and assessment, evaluation and reporting policies and practices.
- e) maintain effective communication with the community.

4. School Climate

The Principal shall:

- a) ensure that a warm, supportive and positive learning environment prevails.
- b) encourage students and teachers to show mutual respect and ensure conflict resolution procedures are applied fairly and consistently.
- c) develop and maintain a climate where staff relate their work to the goals of the school.
- d) provide opportunities to have informal and spontaneous contact with staff and students.
- e) maintain a sound knowledge of the community and its standards.
- f) maintain a highly visible profile in the ongoing activities of the school.
- g) demonstrate a willingness to become involved in School Division committee work and take on added responsibility for the benefit of the organization.
- h) build sound relationships with central office personnel.
- i) project a professional image, stay current with educational trends, be an active member of professional organizations, read professional journals and attend conferences/seminars.

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- j) exhibit good judgment in resolving concerns expressed by parents, teachers, superintendents, fellow principals and students.
- k) use a variety of decision-making methods including participation, consensus, majority acceptance and decentralization.
- l) encourage a high level of participation by staff in decision making and monitor staff reaction to decision-making methods and procedures.
- m) recognize that strategies are a means, not a goal in themselves and monitor the effectiveness of strategies used.

5. School Organization/Administration

The Principal shall:

- a) design an effective master timetable.
- b) assign staff to facilitate optimum use of their skills and experience.
- c) maintain successful routines and a schedule which anticipates upcoming tasks and reports.
- d) be responsible to ensure there are written daily job routines for secretaries and support staff.
- e) base school goals on a well developed philosophy of education.
- f) develop annual leadership plans for self and staff members based on the goals of the school. These goals shall be developed in cooperation with the staff.
- g) be responsible for the registration of pupils in the school and for the maintenance of up-to-date records.
- h) be responsible for the organization of school patrols as required and any student organizations of the school.

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- i) report, in writing, all cases of student suspension in excess of two days to the Superintendent.
- j) ensure that discipline policies and procedures are implemented.

6. Facilities, Finance and Safety

The Principal shall:

- a) prepare the school's annual operating and capital budgets within the bounds established by the Superintendent's Department and shall supervise the ongoing expenditures of the school.
- b) maintain school accounts, general ledger books, bank accounts and the disbursement of funds as per School Division policy and the Operational Procedures Manual.
- c) ensure the efficient and effective use of school equipment, materials and supplies by all staff members.
- d) maintain a school inventory with a current listing of all equipment, books, furniture and materials
- e) ensure that the building and grounds are kept clean, safe and in good repair. Any serious damage shall be reported to the Supervisor of Maintenance, Safety Officer and the Secretary-Treasurer/ Chief Financial Officer.
- f) be responsible for taking all reasonable precautions to safeguard the health and general well-being of the staff and pupils in the school. The principal shall ensure that all measures with respect to fire prevention and safety are carried out and that all personnel are familiar with fire alarms and evacuation plans.
- g) complete an online accident report in case of an accident to staff or students within 24 hours of the occurrence. In the case of serious incidents, a serious incident form must be sent to the Superintendent in a timely manner.

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- h) ensure that pupils are not permitted to lift or assist in the moving of heavy articles in the school, in particular, pianos.

7. Division Policies

The Principal shall be responsible for administering all policies provided in the Policy Manual that are related to school level responsibilities.

8. Other Responsibilities

The Principal shall perform other tasks and assume any additional responsibilities as may be assigned by the Superintendent or his/her designate.

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