
ROLE OF THE PRINCIPAL

Background

As outlined in the Education Act, the principal is the educational leader and chief administrator in the school and is directly accountable to the Superintendent of Schools.

Procedure

1. The Principal of a school must:
 - 1.1 Meet the standards in the Leadership Quality Standard.
 - 1.2 Provide instructional leadership in the school.
 - 1.3 Ensure 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.
 - 1.4 Evaluate or provide for the evaluation of programs offered in the school.
 - 1.5 Ensure that students in the school have the opportunity to meet the standards of education set by the Minister.
 - 1.6 Direct the management and organization of the school.
 - 1.7 Maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the Board.
 - 1.8 Promote cooperation between the school and the community that it serves.
 - 1.9 Supervise the evaluation and advancement of students.
 - 1.10 Evaluate the teachers employed in the school.
 - 1.11 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.

2. The Principal must also:
 - 2.1 Exhibit exemplary teaching skills.
 - 2.2 Enhance the teaching skills of their professional staff.
 - 2.3 Provide support for staff and develop an effective learning climate.
 - 2.4 Facilitate the placement of students and the assignment of staff.
 - 2.5 Be responsible for the evaluation of support staff.
 - 2.6 Be responsible for maintaining school records and ensuring all school finances follow district Administrative Procedures.

- 2.7 Collaboratively develop the school's vision, philosophy, practices and rules, and set annual goals for the school within the context of the Division's education plan and Alberta Education's business plan.
 - 2.8 Collaboratively develop and monitor the professional development program for all school staff.
 - 2.9 Facilitate effective communication with school stakeholders.
 - 2.10 Pursuant to the Education Act, establish a School Council and advise the School Council on its operation.
 - 2.11 In collaboration with the Secretary-Treasurer develop an annual school budget.
 - 2.12 Mediate conflicts between school stakeholders.
 - 2.13 Establish procedures and practices to meaningfully involve other in-school administrators as full members of the leadership team.
3. It is recognized that to function effectively, the participants in a school must have a clear understanding of the goals, expectations and procedures by which the school operates.
- 3.1 Each principal in the Division is required to develop a handbook which will include internal procedures at the school level.
 - 3.2 The handbook will be updated as required.
 - 3.3 The initial preparation and all updated sections will be submitted to the Superintendent for approval.
4. The principal will provide the Office of the Superintendent with a copy of timetables of school administrators by September 30 of each school year.
5. Prior to an activity or event, principals will inform the Superintendent when such work activities or events take them outside of the Division.

Reference: Section 32,33,52,53,55,197,202,203,204,222 Education Act
Leadership Quality Standard
Collective Agreement

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