

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.

Procedures:

1. The Principal of a school shall:
 - 1.1. meet the standards in the Leadership Quality Standard (LQS);
 - 1.2. ensure 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*;
 - 1.3. evaluate or provide for the evaluation of programs offered in the school;
 - 1.4. ensure students in the school have the opportunity to meet the standards of education set by the Minister;
 - 1.5. direct the management of the school;
 - 1.6. maintain order and discipline in the school, on the school grounds and during activities sponsored by the Division;
 - 1.7. promote co-operation between the school and the community it serves;
 - 1.8. supervise the evaluation and advancement of students;
 - 1.9. evaluate the teachers employed in the school; and
 - 1.10. subject to any applicable collective agreement and the Principal's contract of employment, carry out the duties assigned to the Principal by the Superintendent.
2. The Principal shall also:
 - 2.1. provide support for staff and develop an effective learning climate;
 - 2.2. facilitate the placement of students and the assignment of staff;
 - 2.3. be responsible for the evaluation of support staff;
 - 2.4. be responsible for maintaining school records;
 - 2.5. collaboratively develop the school's vision and school education plan that are aligned with the Division's Four-Year Education Plan and Alberta Education's business plan;
 - 2.6. collaboratively develop and monitor the professional learning program for all school staff;
 - 2.7. facilitate effective communication with school stakeholders;
 - 2.8. pursuant to the *Education Act*, establish a school council, and advise the school council on its operation;
 - 2.9. collaboratively develop the annual school budgets;
 - 2.10. mediate conflicts between school stakeholders; and
 - 2.11. establish procedures and practices to meaningfully involve other in-school administrators as full members of the leadership team.

Reference:

Section 52, 53, 197, 202, 203, 204, 222 *Education Act*
Leadership Quality Standard (LQS)
School Leadership Framework
Teachers' Collective Agreement