

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, philosophy, practices and rules, and set annual goals for the school within the context of the Board's education plan, strategic 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
Collective Agreement