

## Administrative Procedure 442

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### THE ROLE OF THE PRINCIPAL

#### Background

The Principal is responsible to the Superintendent for the total administrative organization and religious direction of the school. The Principal is required to demonstrate those qualities of Catholic leadership in curricular and extra-curricular activities, which will result in a healthy educational environment for all students in attendance at the school.

#### Procedures

1. The Principal shall encourage the spiritual development of the staff and students.
2. The Principal shall apply Gospel values to the management of the school and help students to see themselves in relation to the Gospel message of love.
3. The Principal, in discussion with the Superintendent, shall prescribe the duties of the staff and shall be responsible for the organization and general discipline of the whole school.
4. The Principal, at such times as may be required by the Superintendent, shall report on the quality of the service performed by the staff and on such other matters as pertain to the welfare of the school.
5. In addition to those responsibilities prescribed in Section 20 of the School Act, the Principal shall provide:
  - 5.1 Leadership
    - 5.1.1 Give professional leadership within the school and the division.
  - 5.2 Management
    - 5.2.1 Act as manager for the total operation of the school plant.
    - 5.2.2 Organize procedures that will permit adequate and accurate record keeping of student achievement, test results, attendance, student additions and withdrawals, substitute teachers, textbooks disbursements and others as required.
    - 5.2.3 Organize Administrative procedures that will facilitate the procurement of equipment, supplies, books and instructional materials.

- 5.2.4 Requisition all materials, supplies, equipment and repairs, and replace all damaged equipment.
- 5.2.5 Supervise the operation, use and care of the school plant, the school grounds, equipment, school property and supplies to ensure effective use without damage or waste.
- 5.2.6 Make provision for the supervision of school sponsored activities.
- 5.2.7 Forward all teacher requests for assignment changes to the Superintendent.
- 5.2.8 Organize and provide for the effective supervision of students during noon hour, recesses and before and after school.
- 5.2.9 Approve all purchase orders and maintain control over the supplies of blank purchase orders and forms.
- 5.3 Supervision
  - 5.3.1 Direct, supervise and evaluate the total educational program and personnel in the school.
  - 5.3.2 Organize classes and group students for the most effective instruction.
  - 5.3.3 Confer with teachers, observe lessons, initiate programs and give other such supervisory assistance as may be required to ensure satisfactory student progress and a high standard of teaching in all subjects.
  - 5.3.4 Consult with the supervisory and consultative personnel of the division in developing special programs and projects designed to improve the instructional program.
  - 5.3.5 Assist in planning and developing administrative and instructional policies and implement those adopted by the Board.
  - 5.3.6 Exercise all reasonable precautions to safeguard the health, safety, and general well being of all students and staff.
- 5.4 Human Relations
  - 5.4.1 Establish relations with staff that will contribute to good staff morale and an atmosphere permitting professional and academic growth.
  - 5.4.2 Provide for the orientation of new staff and for keeping the staff informed throughout the year of new policies, regulations and all other developments that have a bearing on the instructional program and classroom operation.
  - 5.4.3 Outline clearly the individual responsibilities of staff members.

- 5.4.4 Provide the Associate Principal with the opportunity to become knowledgeable about administrative skills and familiar with various aspects of the administration of the school.
  - 5.4.5 Assume responsibility for the welfare and safety of the students and staff.
  - 5.4.6 Provide liaison with the home through interviews, visitors' days, bulletins and parent/teacher groups, etc.
  - 5.4.7 Publish a regular school newsletter, as well as information letters, to inform parents and community members of school matters and events.
6. The Principal may suspend the services of a support staff member, if the Principal believes that the staff member is incapable of performing assigned duties or that the presence of the staff member in the school would be detrimental to the students. The Principal shall immediately advise the Superintendent of such a suspension and provide a written report outlining the pertinent details.