



# SCHOOL LEADERS: PRINCIPAL AND ASSOCIATE PRINCIPAL(S)

## Background

*Board Policy 1: Board Mandate, Mission, Vision, Values and Goals* speaks to providing each student entrusted to our care with an education rooted in the Good News of Jesus Christ. Principals and Associate Principals are key religious and educational leaders in our schools.

The division views the Principal and Associate Principal(s) as an administrative team responsible for achieving the goals of the division and the school. A team approach contributes to the successful and efficient operation of the school in that complementary roles and functions ensure the full leadership skills and abilities of the individual administrators are utilized.

The role of Catholic school administration is central to providing and maintaining an effective ongoing instructional school program and the development of the whole person. It is the task of the administration to give specific form to this vision of Catholic education. Accordingly, in a Catholic school, Christian values are to permeate the actions of administrators, staff and students.

The division supports the functioning of the Principal and Associate Principal(s) as an administrative team that works closely in a leadership role to best achieve the mission, vision, and educational goals of the school and the division.

## Procedures

1. The School Leader:
  - 1.1 Embodies Catholic leadership;
    - 1.1.1 The School Leader embodies Gospel values and teachings of the Catholic faith, enhances and supports Catholic education permeated in all aspects of leadership and acts in service to the Catholic community.
  - 1.2 Fosters effective relationships;
    - 1.2.1 The School Leader builds positive working relationships with members of the school community and local community.
  - 1.3 Models a commitment to professional learning;
    - 1.3.1 The School Leader engages in career-long professional learning and ongoing critical reflection to identify opportunities for improving leadership, teaching, and learning.

- 1.4 Embodies visionary leadership;
    - 1.4.1 The School Leader collaborates with the school community to create and implement a shared vision for student success, engagement, learning, and well-being.
  - 1.5 Leads a learning community;
    - 1.5.1 The School Leader nurtures and sustains a culture that supports evidence-informed teaching and learning.
  - 1.6 Supports the application of foundational knowledge about First Nations, Métis, and Inuit;
    - 1.6.1 The School Leader supports the school community in acquiring and applying foundational knowledge about First Nations, Métis, and Inuit for the benefit of all students.
  - 1.7 Provides instructional leadership;
    - 1.7.1 The School Leader ensures that every student has access to quality teaching and optimum learning experiences.
  - 1.8 Develops leadership capacity;
    - 1.8.1 The School Leader provides opportunities for members of the school community to develop leadership capacity and to support others in fulfilling their educational roles.
  - 1.9 Manages school operations and resources;
    - 1.9.1 The School Leader effectively directs school operations and manages resources.
  - 1.10 Understands and responds to the larger societal context;
    - 1.10.1 The School Leader understands and appropriately responds to the political, social, economic, legal and cultural contexts impacting the school.
  - 1.11 The School Leader is required to adhere to all provisions contained in the *Education Act*, Board Policy and Administrative Procedures, and any other legislation required.
  - 1.12 Other duties as assigned by the Superintendent or designate.
2. The Principal of a school must:
- 2.1 Provide instructional leadership in the school.
  - 2.2 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*.
  - 2.3 Evaluate or provide for the evaluation of programs offered in the school.
  - 2.4 Ensure that students in the school have the opportunity to meet the standards of education set by the Minister of Education.
  - 2.5 Direct the management of the school.

- 2.6 Maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the board.
  - 2.7 Promote cooperation between the school and the community that it serves.
  - 2.8 Supervise the evaluation and advancement of students.
  - 2.9 Evaluate the teachers employed in the school.
  - 2.10 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 of Schools in accordance with the regulations and requirements of the School Council and the division.
  - 2.11 The Principal is responsible to the Superintendent of Schools.
3. Associate Principal:
- 3.1 The Associate Principal is responsible to the Principal of his/her assigned school.
  - 3.2 The Associate Principal supports the role of the Principal in all matters pertaining to the Faith life and organization of the school, education programming for all students, professional learning, student activities, and any other duties assigned by the Principal.
  - 3.3 In the absence of the Principal, the Associate Principal will assume leadership of the school.

**References:**                      ***Education Act***  
   ***Leadership Quality Standard***