

**ROLE OF THE PRINCIPAL**

**Background**

The Principal is recognized as the educational leader and the Chief Administrative Officer in the school and is responsible for its organization, instructional program and climate, consistent with school based leadership philosophy and the policies and regulations of Alberta Education. The Division expects school Principals to assume a classroom assignment.

**Procedures**

The Principal working in collaboration with stakeholders is responsible for:

1. Organizing the school and planning for the effective use of school resources and personnel.
2. Establishing and maintaining acceptable standards of student and staff conduct.
3. Promoting effective staff, student and community relations.
4. Supervising and evaluating performance of school based staff.
5. Chairing the selection committee for non professional staff and participating in the selection of teachers.
6. Ensuring that students are treated fairly and justly.
7. Making the instructional programs a major responsibility.
8. Preparing and administrating the school's budget.
9. Developing a three-year school education plan.
10. Being the official spokesperson for the school.
11. Assisting in the establishment, operation and development of an effective School Council or parent advisory council.
12. Determining the future directions, goals and vision of the school.
13. Carrying out specific responsibilities as from time to time may be delegated by the Superintendent.

Reference: Section 20, 60, 61, School Act