



ROLES AND RESPONSIBILITIES

Role of Principal 1800

RATIONALE

All schools are required by the Ministry of Education to designate one teacher as Principal. In the Catholic Independent Schools of Nelson Diocese (CISND) the principal, in addition to being the educational leader and manager, is required take on the role of spiritual leader of the school.

POLICY

The principal is the spiritual leader, educational leader, and manager within the school, and is responsible for the operation of the school in a manner consistent with the expressed philosophy of education and policies of the CISND's Board of Directors, the Local School Council, and the Ministry of Education.

REGULATIONS

1. As EDUCATIONAL LEADER of the school, the Principal:

1.1 In matters of school climate:

- 1.1.1 Develops and maintains an atmosphere of respect, interest, and enthusiasm within the school.
- 1.1.2 Develops and maintains "esprit de corps" among staff, students and public by facilitating ideas and activities oriented to that purpose.
- 1.1.3 Creates a positive image of the school and promotes the best learning and teaching climate possible.
- 1.1.4 Assumes responsibility for bulletins and communications with students and teachers.
- 1.1.5 Counsels parents, students, staff as necessary.
- 1.1.6 Encourages student and parent involvement in the operation of the school using consultation (individual or group) meetings, surveys, etc.

1.2 In matters of school program:

- 1.2.1 Develops a program of instruction in consultation with the teaching staff that is designed to ensure maximum educational benefits to each student according to interests, degree of motivation, and academic ability within the potential of the school.

- 1.2.2. Provides leadership to the staff in expanding and modifying the school's potential in identifying school needs and determining educational objectives using individual initiative and consultation as well as periodic meetings with the entire staff.
- 1.2.3 Promotes the implementing of desirable educational innovations for the improvement of instruction.
- 1.2.4 Develops an efficient system for pupil and program appraisal and recommends changes needed to improve existing programs.
- 1.2.5 Re-evaluates grading policies and pupil progress determinants at intervals with members of the staff.
- 1.2.6 Initiates and coordinates plans to utilize community resources in the instructional program.
- 1.2.7 Provides leadership in curriculum implementation.

1.3 In matters relating to students:

- 1.3.1 Develops and implements operational guidelines in the maintenance of discipline and pupil self-control in the school.
- 1.3.2 Maintains standards of student discipline designed to command the respect of students and parents and to minimize school and classroom interruptions.
- 1.3.3. Provides for adequate recognition of student accomplishments through graduation exercises, award programs, letters of recognition, etc.
- 1.3.4 Maintains an efficient pupil progress reporting system to parents.

1.4 In matters relating to staff:

- 1.4.1 Promotes professional growth of school staff and maintains his/her own program of professional growth.
- 1.4.2 Keeps informed about current administrative, instructional, and organizational trends in education.
- 1.4.3 Organizes and coordinates monthly staff meetings and in-service activities for staff which reflect the Catholic school mission.
- 1.4.4 Conducts personnel appraisals for all staff in accordance with established policies and procedures.
- 1.4.5 Provides for suitable leadership opportunities in all aspects of extra-curricular activity.
- 1.4.6 Serves as staff mentor to the vice-Principal(s) (if any) and provides responsibilities and rights that enhance that position, promotes a team approach and provides training beneficial to assuming educational leadership and spiritual leadership, as well as developing management capabilities.

1.5 In matters relating to the community:

1.5.1 Provides for liaison and communication between schools and community, staff, and students, including any parent-teacher organizations, writing and printing handbooks, booster clubs, service clubs, churches, and other areas.

1.5.2 Interprets the philosophy, policy, and regulations of the school to the community.

1.6 In matters relating to the Local School Council and Catholic Independent Schools Board of Directors:

1.6.1 Assists the Local School Council by interpreting school concerns and needs.

1.6.2 Provides information to the Local School Council in policy development and evaluation.

1.6.3 Makes recommendations to the Local School Council concerning policy, practice, or personnel for the purposes of improving the quality of the school.

1.6.4 Attends meetings as scheduled by Local School Council and the Superintendent of Schools.

2. As SPIRITUAL AND MORAL LEADER of the school, the Principal:

2.1 In matters regarding personal faith commitment:

2.1.1 Evolves, fosters, and maintains (jointly with the staff) a "Mission Statement" which reflects the Catholic philosophy of the school, the faith commitment of its teachers, and their commitment to the students to be witnesses to them and teach them as whole persons – spiritually, physically, intellectually, culturally, emotionally, and socially – as children of God entrusted to their care.

2.1.2 Ensures the overall tone of the Principal's interaction with teachers, students, parents, and public is tempered by the virtues of faith, hope, charity, forgiveness, respect, and patience reflecting the "servant" model given us by Jesus.

2.2 In matters regarding school and parish faith community:

2.2.1 Expects, develops, and maintains Christian virtues in interactions among staff, students and public and encourages teachers to reflect the "servant" model in their dealings with students.

2.2.2 Ensures that the instructional program offered presents the Catholic mindset especially regarding ethics and morality.

2.2.3 Provides for the co-ordination of religious activities in the school.

2.2.4 Provides for celebration in the school or elsewhere by individual classes or the whole school especially for the seasons of the Church year - Advent, Christmas, Lent, Easter, etc. and special occasions such as the reception of sacraments, memorial masses, patron saints, etc.

- 2.2.5 Provides for in-school rituals reflecting Catholic identity.
- 2.2.6 Provides the opportunity, encourages, and maintains liaison with the pastor, the parish, and individual members of the faith community.
- 2.2.7 Provides for staff faith development.

2.3 In matters regarding other school clients:

- 2.3.1 Ensures members of other faiths can participate in a meaningful way, within the extent of Canon Law, in school religious rituals and celebrations.
- 2.3.2 Fosters an ecumenical spirit among students and staff so that persons of all faiths and creeds feel welcome in the school.

3. As MANAGER OF THE SCHOOL, the Principal:

3.1 In matters relating to program:

- 3.1.1 Prepares a master schedule for the implementation of an educational program with optimum use of facilities and staff, as well as daily operating schedules.
- 3.1.2 Enforces or implements all Local School Council and CISND administrative directives and policies.
- 3.1.3 Supervises the collection, handling, and reporting of school money.
- 3.1.4 Takes responsibility for field trip allocation and supervision of such trips.

3.2 In matters relating to students:

- 3.2.1 Enforces school attendance laws and establishes internal procedures to monitor proper attendance in all classes.
- 3.2.2 Provides and maintains adequate record keeping practices of students' educational progress to assure all legal, provincial, and local requirements are met.
- 3.2.3 Facilitates the organization and administration of student government, student club programs, and other student affairs.
- 3.2.4 Supervises the assignment of student lockers and provides procedures for handling of related problems.
- 3.2.5 Supervises fund-raising activities of student organizations.
- 3.2.6 Establishes procedures for proper supervision at all school-sponsored events.
- 3.2.7 Attends to the general welfare, health, and safety of pupils, making recommendations respecting conditions which may require special attention.
- 3.2.8 Holds emergency, earthquake, fire drills, lockdown and ensures fire and safety equipment is checked.
- 3.2.9 Develops and implements schedules to ensure adequate supervision of students before, during, and after school and ensures these schedules are communicated to parents, students, and staff.

3.3 In matters relating to staff:

3.3.1 Participates in the selection of staff in accordance with CISND policies and procedures.

3.3.2 Allocates human resources within the school according to needs.

3.3.3 Secures, co-ordinates, and supervises the work of substitute teachers.

3.3.4 Plans, co-ordinates, supervises, and evaluates the work of support services within the building - custodians, assistants, secretary, etc.

3.3.5 Allocates curricular, extra-curricular, and out-of-class duties such as:

- * supervision of halls, student assembly area, playgrounds, gym, lunch, busing, etc.

- * co-ordination of films, filmstrips, videos, and other audio-visual aides

- * planning of major school projects

- * taking charge of lost and found items

3.3.6 Delegates authority to responsible personnel:

- * in any management area

- * in the absence of the Principal, cognizant that ultimate responsibility rests with the Principal

3.3.7 Ensures that necessary safety regulations and procedures are followed in accordance with WorkSafe BC requirements.

3.3.8 Ensures that enough First Aid trained staff are on site to deal with First Aid/emergency situations (as per WorkSafe BC requirements).

3.4 In matters relating to the Local School Council, CISND, and the Ministry of Education:

3.4.1 Ensures that the school is organized efficiently and conducted according to the regulations governing the operation of schools, and according to other pertinent legislation and regulations.

3.4.2 Directs the development and administration of the operating and capital budgets of the school.

3.4.3 Makes investigations where and when needed regarding:

- * attendance

- * accidents

- * security of persons and property

- * as delegated by the Local School Council or Superintendent

3.4.4 Supervises the preparation of all school reports.

- 3.5 In matters relating to school plant, grounds, and equipment:
- 3.5.1 Assumes responsibility for the general custody of the equipment and facilities.
 - 3.5.2 Approves or initiates requisitions for supplies, equipment, and materials necessary for the operation of the school.
 - 3.5.3 Plans and maintains proper utilization and inventory of school equipment, materials, and property.
 - 3.5.4 Makes regular and thorough inspections of the school plant and school properties and reports need for care, maintenance, safety, and security.
 - 3.5.5 Supervises the overall maintenance of the buildings and equipment.
 - 3.5.6 Maintains inventory of instructional equipment as established by Local School Council policy.
- 3.6 In matters relating to community use of the school:
- 3.6.1 Facilitates community use of the school as established by Local School Council policy.
 - 3.6.2 Provides and plans for community use of the school building.
- 3.7 In matters relating to public relations:
- 3.7.1 Assumes responsibility for the overall public relations program in the school.
 - 3.7.2 Ensures effective means of communication are in place within the school community.
 - 3.7.3 Plans activities to create an awareness of the school in the broader communities, i.e. parish and local community.

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