

# ROLE OF THE PRINCIPAL

## Background

The Principal is responsible for overall supervision and operation of their individual school(s). This responsibility includes duties identified by provincial legislation and by the District relative to school management, program implementation, staff supervision and evaluation, community relations, and plant operations.

The Principal is also expected to function as part of a District administrative team and to play an appropriate leadership role in District initiatives.

## Procedures

Principals shall:

1. Guide the development and implementation of shared values, vision, mission and goals to support learning and achievement for all students.
2. Design and staff an organizational structure, in cooperation with the District administration, which will ensure that educational and administrative functions are carried out effectively and efficiently.
3. Develop school plans for student achievement which will address present and future educational needs of the school/program
4. Provide leadership and foster conditions which will lead to the improvement of the educational program, the efficient use of resources, and the effective performance of personnel.
5. Supervise all aspects of the school's operation (educational, financial and facilities) and keep the Superintendent informed.
6. Be knowledgeable and provide guidance regarding current curricula, instructional and assessment practices and their impact on student learning and achievement.
7. Build and support positive and effective working relationships within the school and community.
8. Work cooperatively with District staff
9. Support and advise the school's Parents' Advisory Council.
10. Be knowledgeable of the School Act, its Regulations and Ministerial Orders, the Board Policy Handbook, the Administrative Procedures Manual and perform all duties specified therein.

11. Be knowledgeable of the Board's collective agreements and be responsible for implementation, including supervision of employees covered by the collective agreements.

12. Be knowledgeable of:

12.1 Emergency Preparedness Plan

12.2 Local Education Agreements and Enhancement Agreements

12.3 Applicable Inter-ministerial Protocols

12.4 School Protection Program

12.5 Other legislation affecting the operation of the school including:

12.5.1 Fire Commissioner's Act,

12.5.2 WorkSafe BC,

12.5.3 Freedom of Information and Protection of Privacy Act,

12.5.4 The Teachers' Act,

12.5.5 The Young Offenders' Act.

13. Liaise with those community agencies that support the needs of children.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Teachers' Act  
School Regulation 265/89  
Collective Agreement

Approved: August 15, 2021  
Revised: November 27, 2023