

DUTIES AND RESPONSIBILITIES OF PRINCIPALS

Background

The principal is the educational leader and general administrator of the school to which she/he has been assigned. It is the expectation of the Division that principals carry out their duties and responsibilities as set out in Section 175 of the Education Act and the administrative procedures that follow.

Procedures

1. The duties of the principal as outlined in Section 175 of the Education Act shall apply to all principals.
2. The duties of a principal are many and varied. As a result, it is impossible to set forth the exact duties and responsibilities. However, the principal is in charge of the school and shall be responsible to the Director for the general administration and supervision of the school, including the following duties:
 - 2.1 Exercising leadership in improving the effectiveness of the schools educational program.
 - 2.2 Adapting the curriculum to the conditions of the school where local discretion is possible.
 - 2.3 Organizing the instructional program of the school by means which include allocating duties to professional and paraprofessional staff, classifying students and scheduling classes and other school activities.
 - 2.4 Organizing for adequate supervision of students.
 - 2.5 To exercise supervision of professional and paraprofessional staff and ensure that prescribed courses of study are being adhered to.
 - 2.6 To ensure that care is taken of all school property.
 - 2.7 To confer with the Director or designate on problems with staff, curriculum and any other pertinent matters.
 - 2.8 To ensure that school discipline is maintained.
 - 2.9 To foster desirable relationships between the school and the community, especially between the school and the parents of students.
 - 2.10 To ensure that progress is made towards the attainment of the goals of the school and the Division and that a balance is maintained among various activities so that no one activity receives undue emphasis or lack of emphasis.

- 2.11 To make recommendations to the Director or designate regarding expenditures, facilities, equipment, supplies and other items considered necessary or desirable for effective operation of the school.
 - 2.12 To exercise control of the decentralized budgets allocated by the Board.
 - 2.13 To make recommendations with regard to teacher selection.
 - 2.14 To submit reports on aspects of the operation of the school as required by the Director or designate.
 - 2.15 To make reasonable provision for the welfare of the students and staff in order to prevent unhealthful conditions, injury from fire or accident and exposure to communicable disease.
 - 2.16 To implement and uphold Board policies and administrative procedures.
 - 2.17 To acquaint students and staff with Board policies and administrative procedures.
3. Confidentiality
- 3.1 At no time should a principal discuss in public information pertaining to employees, students or the operation of the division. A principal is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

Legal Reference: Section 85, 87, 108, 109, 175, Education Act

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