

2.0. Human Resources

2.B. Position Descriptions

SCHOOL PRINCIPAL

Policy Reference: EL-1.2

Reviewed by Committee on: April 23, 2023

Immediate Supervisor(s): Superintendent's department

Qualifications:

- a) Manitoba School Administrator's or Principal's Certificate, or equivalent.
- b) A variety of successful teaching and administrative experiences.
- c) Strong leadership abilities, demonstrated professional commitment, and above average interpersonal skills.
- d) Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Position Summary

The Principal shall provide leadership in the overall administration of the school and its programs. Subject to the provisions of the *Public Schools Act*, Manitoba Regulations and Lakeshore School Division policies, regulations and procedures, the Principal shall be responsible for the detailed organization of the school, for the assignment of duties to members of the school staff, for the supervision of the instructional program, and for the promotion of sound relations between the students, the staff and community, including Advisory Councils for School Leadership.

Duties and Responsibilities

The Principal as a Visionary/ Instructional Leader

- a) Develop/articulate/maintain a vision for the school.
- b) Develop and implement a plan to maintain and improve the school culture.
- c) Lead development and evaluation of the school plan.
- d) Plan and implement programs for the school.
- e) Provide opportunities for students to have a voice in the school.
- f) Implement appropriate curricula.
- g) Plan and implement school wide professional and staff development.
- h) Mentor, advise, listen to staff.
- i) Provide instructional leadership.

- j) Encourage, create and make possible extra curricular activities.

The Principal as a Student Services Leader:

- a) Implement Student Specific Plans
- b) designate a case manager and ensure that an SSP is developed with the assistance of parents, student (when appropriate), teachers, and other professionals for any student who is unable to access the regular curriculum;
- c) be accountable for the delivery and implementation of educational programming and services for students with exceptional learning needs;
- d) ensure that the SSP is updated with the assistance of the parents, student (when appropriate), teachers and other professionals;
- e) ensure that the SSP takes into account the student's behavioural and health-care needs (if any);
- f) ensure that the SSP is consistent with provincial protocols respecting a student's transition to and from school;
- g) ensure that the SSP is updated annually or sooner if required by a change in the student's behaviour or needs.
- h) ensure that a student is assessed as soon as reasonably practicable and referred for a specialized assessment if the in-school team is unable to assess why a student is having difficulty meeting the learning outcomes and is of the opinion that the student cannot meet learning outcomes even with differentiated instruction and accommodations;
- i) ensure that the student's parent is informed before the student is referred for a specialized assessment. No interviewing or testing as part of the assessment may occur without the parent's written consent.

The Principal as a Manager

- a) Plan for the use of space and equipment.
- b) Update the student handbook Develop and implement the school Emergency Response Plan.
- c) Develop and implement the school Code of Conduct.
- d) Develop and implement the school attendance policy.
- e) Develop and implement a written school food and nutrition policy as part of the school plan, and in conformity with the provincial “Guidelines for Foods Served at Schools.”
- f) Be a problem-solver; identify and investigate problems.
- g) Oversee the implementation of Manitoba Education and Early Childhood policies.
- h) Oversee the implementation of Division policies.
- i) Oversee the use of technology
- j) Oversee the maintenance of student records.
- k) Develop and manage the school budget.
- l) Administer Manitoba Education and Early Childhood standard tests.
- m) Deal with issues relating to the transportation of students.
- n) Be responsible for the safety of students.
- o) Carry out/maintain school discipline.
- p) Oversee the building and school grounds.
- q) Be the school representative for all matters relating to the *Youth Criminal Justice Act*.

The Principal as Staff Supervisor

- a) Supervise staff.
- b) Hire and assign staff.
- c) Create timetable.
- d) Evaluate staff.
- e) Develop agenda and facilitate staff meetings.
- f) Update the staff handbook.
- g) Maintain a positive and safe work environment.

The Principal as a Community Facilitator

- a) Be an ex-officio member of the Advisory Council for School Leadership.
- b) Prepare/plan school newsletters.
- c) Liaise with outside agencies.
- d) Liaise with the community.
- e) Communicate the school discipline plan to the community.
- f) Communicate the attendance policy to the community.
- g) Liaise with divisional committees.

- h) Organize school orientation sessions for any transitional classes e.g. pre-school to Kindergarten, grade 4 to grade 5, grade 8 to grade 9, “Feeder” schools, etc.
- i) Be responsible for pre-school registration.
- j) Liaise with the Board and Superintendent