



## AP 4 – 06 Role of the School Principal

<b>Related Policies:</b>	<b>Initial Approval:</b>
<b>Related Procedures:</b>	<b>Last Amended:</b>
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2019 December 17

### PURPOSE

To ensure that the Principal is a strong education leader, both in the school and in the community. The Principal is responsible to the Superintendent for the school's general operation, organization, instructional program and climate, supervision and overall enhancement of the teaching-learning process. In order to carry out these responsibilities, the school Principal shall be given sufficient authority and resources with the limitations of Board policies, Administrative Procedures, budget and regulations as outlined by Alberta Education and the *Education Act*.

### SCOPE

This procedure applies to all school administrators.

### DEFINITIONS

None

### PROCEDURES

For the school, in accordance with the law, Board policy and administrative directives, the Principal is responsible to the Superintendent for:

1. The achievement of the mission and educational goals established for the Division.
2. The implementation of an instructional program that is consistent with the courses of study and education programs prescribed, approved or authorized pursuant to the *Education Act*.
3. The planning for implementation of and maintenance of a high standard education in the school through ongoing supervision and evaluation of curricular, co-curricular and extra-curricular activities.
4. The evaluation and reporting of student learning and development.
5. The development and acquisition of appropriate resources to support the efforts of school staff and community members to provide a safe, secure and caring environment.
6. The safety, welfare and conduct of students while participating in school programs or on their way to and from school or transportation provided by the Division.
7. The selection, deployment, development, evaluation of school based staff.
8. The planning for, and control of, the expenditure of school funds.

9. The condition of physical assets including the neatness and cleanliness of buildings, grounds, furnishings, and equipment except to the extent that responsibility has been assigned to a department of the Division.
10. The maintenance of professional relationships with Division and school staff, students, parents and affiliated individuals, groups or organizations.
11. The facilitation of the formation and operations of School Councils.
12. The implementation of program that is consistent with the courses of study and educational programs prescribed, approved, or authorized pursuant to the *Education Act*.
13. The encouragement of innovation and program development which will enhance learning.
14. The Principal is responsible for evaluating or providing for the evaluation of programs offered in the school.
15. Other duties, responsibilities and obligations as assigned by the Superintendent.

#### **REFERENCE AND LINKS**

*Education Act*

#### **HISTORY**

2012 Oct 10	Reviewed
2014 July 14	Reviewed
2019 Dec 17	Reviewed