

## **PRINCIPAL**

### **PURPOSE:**

The Principal is responsible for ensuring that the directives below are accomplished either by their own actions or through the delegation of duties.

### **Strategic Leadership**

#### 1. Human Resources

- 1.1 Ensure the construction of timetables, schedules, and teaching assignments that deploy staff effectively to maximize the learning opportunities for all students.
- 1.2 Sustain and model the vision and mission of the school division.

### **Fostering Effective Relationships**

#### 1. Communication

- 1.1 Develop procedures for reporting to parents or guardians on the progress of students.
- 1.2 Communicate to the school community about school related events.

#### 2. Positive School Climate

- 2.1 Celebrate student success.
- 2.2 Manage conflict.
- 2.3 Arrange to provide co-curricular and extra-curricular activities for students.
- 2.4 Promote a culture of learning.
- 2.5 Foster positive relationships.
- 2.6 Provide and promote school-sponsored activities that support student learning and growth.
- 2.7 Provide a consistent visible presence throughout the school.

#### 3. Stakeholder Support and Engagement

- 3.1 Work cooperatively and collaboratively with the School Community Council.
- 3.2 Provide opportunities for parent and community engagement.

#### 4. Superintendent Relations

- 4.1 Establish and maintain professional working relations with your superintendent.
- 4.2 Provide information the superintendent requires to perform his/her role.
- 4.3 Consistently report, inform, and update the superintendent of all emergent issues.

### **Instructional Leadership**

#### 1. Leadership

- 1.1 Establish and maintain a culture of commitment to student achievement.
- 1.2 Use data to monitor and support learning.
- 1.3 Set school goals
- 1.4 Promote literacy.
- 1.5 Provide a variety of educational opportunities.
- 1.6 Improve measureable results for all students.

- 1.7 Submit to your superintendent a Learning Improvement Plan for the school that advances and aligns with the goals of the community, school division, and Ministry.
- 1.8 Develop and sustain a Professional Learning Community in your school that promotes professional growth, demonstrates distributive and collaborative decision making, and fosters empowerment of teachers and students.
- 1.9 Model professional and ethical behavior including honesty, loyalty, personal and professional growth, and stewardship.
- 1.10 Ensure all teaching staff develop and implement Professional Growth Plans which are authentic, appropriate, and monitored.
- 1.11 Foster high standards of instruction.
- 1.12 Ensure staff understand and practice the principles of authentic assessment.

### **Organizational Management**

#### **1. School Management**

- 1.1 Exercise general supervision of all staff.
- 1.2 Ensure the school meets Ministry requirements (hours of instructions, minutes of instruction, cumulative files, educator profiles, submission of marks, etc.).
- 1.3 Ensure the school meets operational requirements (OH&S, Fire and Lock-down Drills, etc.).
- 1.4 Organize the program of courses and instruction.
- 1.5 Supervise the care and maintenance of the school building and facilities.
- 1.6 Ensure school operations are in compliance with the school board's policies.

#### **2. Budget Management**

- 2.1 Ensure the proper fiscal management of budget allocations.
- 2.2 Operate in a fiscally prudent and responsible manner.

### **QUALIFICATIONS:**

#### **EDUCATION, TRAINING & EXPERIENCE:**

- ⇒ Bachelor Degree of Education
- ⇒ Masters Degree of Education must be completed by the fifth year of Principalship

### **CONCLUSION:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related or a logical assignment to the job.

The job description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the job change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE  
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

**Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.**