



## **Administrative Procedure 430**

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### **ROLE OF THE PRINCIPAL**

#### **Background**

The principal is responsible for overall supervision and operation of their individual school. 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. Develop an ongoing professional growth plan, approved by the Assistant Superintendent.
5. 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.
6. Supervise all aspects of the school's operation (educational, financial and facilities) and keep the Superintendent informed.
7. Be knowledgeable and provide guidance regarding current curricula, instructional and assessment practices and their impact on student learning and achievement.
8. Build and support positive and effective working relationships within the school and community.

9. Support and advise the school's Parents' Advisory Council.
10. Be knowledgeable of the [School Act](#), its [Regulations](#) and [Ministerial Orders](#), 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 District Strategic Plan
  - 12.2 Framework for Enhancement of Student Learning
  - 12.3 Emergency Preparedness Plan
  - 12.4 Local Education Agreements and Enhancement Agreements
  - 12.5 Applicable Interministerial Protocols
  - 12.6 BC Ministry of Education Special Education Services: [A Manual of Policies, Procedures and Guidelines](#)
  - 12.7 [School Protection Program](#)
  - 12.8 Other legislation affecting the operation of the school including:
    - 12.8.1 [Fire Commissioner's Act](#),
    - 12.8.2 [WorkSafe BC](#),
    - 12.8.3 [Freedom of Information and Protection of Privacy Act](#),
    - 12.8.4 [The Teachers' Act](#),
    - 12.8.5 [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

Adopted: December 15, 2020