



Administrative Procedure 452.2

ROLE OF THE DISTRICT PRINCIPAL OF ABORIGINAL EDUCATION

Background

Guided by the District's vision, principles, mission, and values, and our goals, the District Principal of Aboriginal Education will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the [School Act](#) and Board policy.

Procedures

The District Principal of Aboriginal Education is directly responsible and accountable to the Assistant Superintendent, Learning Services.

The District Principal of Aboriginal Education will have specific responsibilities for:

1. Student Learning

1.1 Works collaboratively with and supports school-based administrators to:

- 1.1.1 Ensure appropriate programming is available for Aboriginal students.
- 1.1.2 Ensure Aboriginal students in the District have the opportunity to meet the standards of education set by the Minister.
- 1.1.3 Ensure accountability for achievement of approved learning outcomes for Aboriginal students in all schools.
- 1.1.4 Provide leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.

2. Student Wellness

- 2.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- 2.2 Ensures that a coordinated service delivery model is in place to support student access to programs and services.
- 2.3 Develops and maintains positive and effective relations with provincial government departments and regional/community agencies which provide services/supports to students.

3. Human Resource Management
 - 3.1 Collaborates with the Assistant Superintendent in the hiring and supervision of Aboriginal support and teaching staff.
4. Fiscal Responsibility
 - 4.1 Develops a departmental budget within the parameters and constraints of the District budget.
 - 4.2 Ensures the proper fiscal management of budget allocations.
 - 4.3 Operates in a fiscally prudent and responsible manner.
5. Policy/Administrative Procedures
 - 5.1 Assists the Assistant Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
 - 5.2 Provides leadership in the planning, development, implementation and evaluation of Administrative Procedures within areas of responsibility.
 - 5.3 Ensures application of Board policy and administrative procedures as required in the performance of duties.
6. Organizational Management
 - 6.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.
 - 6.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
7. Communications and Community Relations
 - 7.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
 - 7.2 Ensures staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of the department.
8. Assistant Superintendent Relations
 - 8.1 Establishes and maintains positive, professional working relations with the Assistant Superintendent.
 - 8.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
 - 8.3 Provides information which the Assistant Superintendent requires to perform their role in an exemplary fashion.
 - 8.4 Serves on such committees as determined by the Assistant Superintendent.

9. Leadership Practices

- 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Assistant Superintendent's expectations.

- 9.2 Exhibits a high level of personal, professional and organizational integrity.

- 9.3 Develops an ongoing professional growth plan, approved by the Assistant Superintendent, Learning Services, to be reviewed twice per year.

Reference: Sections 22, 65, 85 School Act
Adopted: December 15, 2020