



Administrative Procedure 457

ROLE OF DISTRICT PRINCIPAL: ENGLISH LANGUAGE LEARNERS AND SETTLEMENT WORKERS IN SCHOOLS

Background

Guided by the District's vision, principles, mission, and values and our goals, the District Principal, English Language Learners and Settlement Workers in Schools will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the [School Act](#), [BC Ministry of Education](#), Board policy and [Immigration, Refugees and Citizenship Canada](#).

Procedures

The District Principal, English Language Learners and Settlement Workers in Schools reports directly to the Director of Instructional Services and is accountable for the direction and operation of English Language Learners and Settlement Workers in Schools of the District.

Responsibilities of the District Principal, English Language Learners and Settlement Workers in Schools include:

1. Student Well-Being
 - 1.1. Strives to provide each student with a safe and caring learning environment that fosters and maintains respectful and responsible behaviors.
 - 1.2. Assigns responsibilities to District personnel to monitor and or evaluate program areas for the purpose of program delivery, safety and for any other matter deemed necessary.
2. Student Programs
 - 2.1 Establishes, maintains and monitors a consistent assessment process and data collection that meets District and provincial requirements for program delivery.
 - 2.2 Develops, implements, monitors and maintains a continuum of District based services, school-based services, programs and resources to support student learning.
 - 2.3 Implements and monitors methods of identifying and assessing students and ensures the practice is consistent in all schools.

- 2.4 Liaises with government and community, regional and provincial agencies to provide up-to-date and coordinated programming and support for parents and students.
 - 2.5 Responds in a timely fashion to questions and concerns about student needs and services.
3. Educational Leadership
 - 3.1. Provides leadership in all matters relating to ELL and SWIS in the District.
 - 3.2. Ensures students in the District have the opportunity to meet the standards of education set by the Ministry of Education.
 - 3.3. Implements education policies established by the Minister and the Board.
4. Fiscal Responsibility
 - 4.1. Analyzes the District's needs and leads the development, implementation and supervision of ELL program and SWIS projects as required
 - 4.2. Ensures the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures for all areas pertaining to ELL services elementary/middle education.
 - 4.3. Manages, supervises and monitors the fiscal and human resources required to deliver the full range of ELL programs and services
5. Personnel Management
 - 5.1. Works directly with administrators and teachers to provide assistance in meeting District policies and provincial ELL education mandates.
 - 5.2. Assigns, coordinates and supervises personnel, services, and resources throughout the District in relation to the mission of the organization and the goals and policies of the Board and the Ministry of Education.
 - 5.3. Establishes procedures to supervise, monitor, and evaluate educational programs and personnel throughout the District pertaining to English Language Learners.
 - 5.4. Plans and coordinates professional development and training related to education in relation to the acquisition of second language learning, multicultural, and inclusive education for personnel.
6. Policy/Administrative Procedures
 - 6.1. Assists the Director of Instruction Services and Assistant Superintendent in the planning, development, implementation and evaluation of Board policies and administrative procedures.
 - 6.2. Regularly reviews policies and procedures to ensure they are current with regard to English Language Learners.
 - 6.3. Reviews all student files to ensure they meet Ministry of Education audit requirements.
7. District Principal / Director of Instructional Services and Assistant Superintendent Relations

- 7.1. Establishes and maintains positive, professional working relationships with the Director of Instructional Services and Assistant Superintendent.
- 7.2. Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 7.3. Provides information which the Director of Instructional Services and/or Assistant Superintendent requires to perform his/her role in an exemplary fashion.

8. Communications and Community Relations

- 8.1. Takes appropriate actions to ensure open, transparent, positive external and internal communications are developed and maintained.
- 8.2. Liaises with employee groups, community agencies, other Districts, educational organizations, the Ministry of Education and Immigration, Refugees and Citizenship Canada when appropriate.
- 8.3. Acts as an advocate for public education.

9. Leadership Practices

- 9.1. Practices leadership in a manner that is viewed positively and has the support of those with whom (s)he works most directly in carrying out the directives of the Board, the Ministry of Education and Immigration, Refugees and Citizenship Canada.
- 9.2. Develops an ongoing professional growth plan, approved by the Director of Instructional Services to be reviewed twice per year.

Reference: Sections 5, 22, 65, 85 School Act

Approved: December 15, 2020