

DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL

Background

HPSD believes that the Principal is the educational leader of the school. The Principal is directly responsible to the Superintendent for the implementation of the school program, for fostering conditions which will maximize learning, for the efficient use of physical and financial resources, and for the effective performance of personnel. Through careful management of the school, its resources and personnel, the Principal shall build on the strengths of the school, and seek constantly to improve its educational climate in the context of the school's community.

Procedures

1. The Principal has responsibilities that include, but are not limited to the following:
 - 1.1. to provide instructional leadership in the school;
 - 1.2. to ensure the formation and continued operation of a school or advisory council (as per Administrative Procedure 110 – School Councils);
 - 1.3. to develop school philosophy and policy with staff and school council input, and monitor same;
 - 1.4. to ensure that the instruction provided by the teachers employed in the school is consistent with the courses of study and education programs prescribed, approved or authorized pursuant to the Education Act;
 - 1.5. to develop a school plan, in consultation with staff, which shall clearly outline the:
 - 1.5.1.organization of classes;
 - 1.5.2.organization of teacher assignment;
 - 1.5.3.course offerings to ensure that students in the school have the opportunities to meet the standards of education set by the minister; and
 - 1.5.4.co-curricular and extra-curricular activities.
 - 1.6. to evaluate, or provide for the evaluation of, programs offered in the school;
 - 1.7. to assign students, in consultation with all staff members affected at that grade level, to ensure:
 - 1.7.1. heterogeneous groupings of students as much as possible; and
 - 1.7.2. the use of flexible groupings to meet the diverse needs of students.
 - 1.8. to supervise, evaluate, or provide for the evaluation of the staff employed in the school;
 - 1.9. to direct the management of the school (e.g., timetables, finances, attendance records);
 - 1.10. to maintain order and discipline in the school, on the school grounds and during activities sponsored or approved by the Board;
 - 1.11. to promote co-operation among the school, parents and the community that it serves;
 - 1.12. to promote Board philosophy and policy to the staff and community;
 - 1.13. to supervise the evaluation and grade placement of students, and retention of student records (see Administrative Procedure 320 – Student Records);
 - 1.14. to deploy and orient staff;
 - 1.15. to facilitate the planning for professional development of staff;
 - 1.16. to consult with staff and school council on matters of mutual concern and interest;
 - 1.17. to encourage the development of positive school climate;
 - 1.18. to carry out those duties assigned by the Board or Superintendent subject to any applicable collective agreement and the Principal's contract of employment.
2. The Principal may delegate duties to other staff members in accordance with their areas of interest and expertise.

References

Education Act Section 53, 55, 197, 222
Alberta Education Leadership Quality Standard

Cross References

[Administrative Procedure 110 – School Councils](#)
[Administrative Procedure 320 – Student Records](#)