
ROLE OF DISTRICT PRINCIPAL OF SYSTEM SUPPORTS AND SERVICES

Background

Guided by the Division's vision, mission, and core values, the District Principal of System Supports and Services will provide instructional personnel with the knowledge, resources and support to meet the learning and development needs of children and adults. The District Principal of System Supports and Services will assist the Deputy Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act, and Board policy.

The District Principal of System Supports and Services is directly responsible and accountable to the Deputy Superintendent.

Procedures

The District Principal of System Supports and Services will have specific responsibilities for:

1. Student Learning

- 1.1. Determines age-appropriate placement for pre-kindergarten children and kindergarten students with severe disabilities.
- 1.2. Provides input into the development of Individual Program Plans (IPPs) for children receiving Program Unit Funding (PUF).
- 1.3. Promotes play-based programming and instructional learning centers within all schools.
- 1.4. Ensures appropriate literacy programming is in place for diverse learners.

2. Student Wellness

- 2.1. Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

3. Human Resources Management

- 3.1. Assists in coordination of the multidisciplinary team to address the needs of children.
- 3.2. Assists instructional personnel in identifying and using effective and developmentally appropriate instructional strategies and resources.
- 3.3. Assists in the supervision, evaluation, and review of the performance of instructional personnel in consultation with principals.
- 3.4. Supports staff in accessing the professional learning and capacity building needed to meet the needs of all students including those with diverse learning needs.
- 3.5. Supports learning support teachers by building capacity to meet the needs of school staff and students.

4. Fiscal Responsibility

- 4.1. Assists in the development of a budget within the parameters and constraints of the Division budget.
- 4.2. Ensures the proper fiscal management of budget allocations.
- 4.3. Coordinates documentation to support eligibility for PUF and Student Learning Supports (SLS).
- 4.4. Assists with the management of PUF and SLS allocations by handling any requests for support such as equipment, educational assistants or professional development.
- 4.5. Operates in a fiscally prudent and responsible manner.

5. Policy/Administrative Procedures

- 5.1. Recommends the development and/or review of administrative procedures to the Deputy Superintendent within areas of responsibility.
- 5.2. 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, timelines and adherence to Superintendent directives.
- 6.2. Contributes to a Division 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 and parents have an acceptable level of satisfaction with the services provided.
- 7.3. Liaises with Alberta Education regarding children receiving PUF and SLS allocations.
- 7.4. Liaises with outside agencies involved in programming for children (i.e. Alberta Health Services, Family Supports for Children with Disabilities).
- 7.5. Attends school meetings, as requested, to provide information or resolve concerns within areas of responsibility.

8. Deputy Superintendent Relations

- 8.1. Establishes and maintains positive, professional working relations with the Deputy Superintendent.
- 8.2. Provides advice, recommendations and prepares reports which the Deputy Superintendent requires to perform the role in an exemplary fashion.
- 8.3. Performs any duties that are delegated by the Deputy Superintendent.

9. Leadership Practices

- 9.1. Practices leadership in a manner that is viewed positively and has the support of working colleagues.
- 9.2. Exhibits a high level of personal, professional and organizational integrity.

HPSD Appendices

Appendix 451-2A - Performance Assessment Guide (PAG) for District Principal of System Supports and Services

References

Sections 33, 52, 53, 68, 204, 222, 225 Education Act

Access To Information Act

Employment Standards Code

Labour Relations Code

Occupational Health and Safety Act

Protection of Privacy Act

Teaching Profession Act

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Reviewed: