

## ADMINISTRATIVE PROCEDURE NO. 421

### THE ROLE OF THE PRINCIPAL

#### Background

The principal is directly responsible to the Superintendent for the total administrative organization and religious direction of the school. The principal is required to demonstrate those qualities of Christian leadership in curricular and extra-curricular activities which will result in a healthy educational environment for all students in attendance at the school.

#### Procedures

1. The principal shall model involvement in a faith community.
2. The principal shall work with the central office administration, the school staff, and the parents and students of the school to develop and maintain an effective Christian educational program.
3. The principal shall undertake to become thoroughly familiar with those sections of the *School Act* that deal with the responsibilities of teachers, principals and students, as well as those that deal with the operation of schools.
4. In addition to those responsibilities prescribed in the *School Act*, the principal shall be responsible for:
  - a. Ensuring all pupils are registered for school;
  - b. Organizing all classrooms and timetables prior to the beginning of the school term;
  - c. Reporting on buildings, equipment and school grounds that are under the responsibility of the principal to the facilities manager;
  - d. Reporting any serious damage to school facilities, equipment and grounds to the facilities manager;
  - e. Ensuring there is supervision in the school from the time pupils arrive in the morning until they have all left the building at the end of the school day;
  - f. Assigning one or more teachers to supervise students when arriving at school, during each recess and noon hour, and during the period after school when students are boarding buses;

- g. Ensuring all programs offered in the school involving students including both curricular and extracurricular have adequate supervision;
  - h. Supervising all professional staff in the school and carrying through the formative staff supervision policy which has been developed for the Division;
  - i. Holding regular staff meetings and ensure that minutes are taken and filed;
  - j. Reporting to the Superintendent all serious accidents to pupils, teachers, or other personnel over which the principal has responsibility;
  - k. Completing all forms required by the Superintendent or Alberta Education;
  - l. Organizing non-certificated personnel in the most effective and efficient manner;
  - m. Holding several fire drills immediately following school opening in order to familiarize staff and students with the appropriate procedures. Fire drills need to be held at reasonable regular intervals throughout the school year as per the Alberta Fire Code; and
  - n. Accepting responsibility for Off-Campus Education Programs including approving all work stations and work sites annually.
4. Principals are expected to participate in professional development activities dealing with educational leadership such as:
- a. Attending professional development related to the role of the principal which may be organized by A.T.A. specialist councils or other agencies; and
  - b. Increasing their academic qualifications in Educational Administration and/or Curriculum and Instruction, or Religious Education through enrolling in university graduate studies.
5. Each Division principal is expected to earn a Master's Degree in either Educational Administration, Educational Curriculum and Instruction at an Alberta University or a university of equivalent standard within a reasonable time following appointment. Financial assistance may be provided from the Division's Educational Subsidy Fund.