

ADMINISTRATIVE PROCEDURE NO. 432**THE ROLE OF THE DIVISION PRINCIPAL****Background**

This position is responsible to the Associate Superintendent - Inclusive Learning.

Procedures

The duties of this position are:

1. To provide input in decision making which is rooted in the teachings of our Catholic faith.
2. To work in collaboration with senior administration in creating and sustaining shared school values, vision, mission and goals.
3. Work with senior administration, principals, division staff and other education stakeholders to promote a positive learning environment in the schools to achieve the goals of the school and Division.
4. To provide educational leadership to schools and the Division with the goal of improving instructional practices and increasing professional competence within division schools.
5. To demonstrate an understanding of the current research and developments in the field of education.
6. To ensure senior administration is kept informed of division curricular and program development activities.
7. To work in collaboration with school administrators to develop and initiate School Improvement Plans.
8. To lead the Division Formation Program for new teachers in the Division.
9. To build trust and foster positive working relationships within the community – students, teachers, staff, parents and others who have an interest in the schools.
10. To assist with technology planning and integration within the Division.
11. To assist in planning Leadership Development Program professional development sessions.

12. To assist in placement and supervision of student teachers.

13. Those duties as assigned by the Superintendent.