Administrative Procedure 202

Personnel and Employee Relations

ROLE OF THE PRINCIPAL

Background

The Principal is responsible for overseeing all aspects of the school operation in accordance with regulations in the Education Act, other statutory requirements, the STEM Collegiate Charter and Board policy, as well as to provide educational leadership consistent with the Alberta Education Leadership Quality Standard document.

Procedures

The Principal shall:

1. Be appointed by the Superintendent and a committee of the Board.
2. Be evaluated by the Superintendent in the first year as Principal and every three years thereafter, using the Alberta Education Leadership Quality Standard as the basis for the evaluation.
3. Collaborate with the assistant Principal to outline a role description and identifying areas of responsibility on an annual basis.
4. Provide evaluative feedback to the assistant Principal based on the role description, the Alberta Education Leadership Quality Standard competencies related to their assigned roles in the first year of appointment as an assistant Principal, and every three years thereafter.
5. The Principal is directly responsible to the Superintendent of the school for the implementation of the school program, for fostering conditions that will maximize learning, for the efficient use of physical and financial resources, and for the effective performance of personnel.
6. The Principal will collaborate with the assistant Principal to carefully manage the school, its resources, and personnel.

7. The Principal is responsible for assuring that the teachers adhere to the Teaching Quality Standard and requirements as outlined in the Education Act, other statutory requirements and the charter mandate.
8. The Principal will build on the strengths of the school and seek constantly to improve its educational climate.
9. Wherever possible, decisions affecting the school should be made in collaboration with appropriate staff and the school community in an effort to reach a consensus. In circumstances where consensus is not possible, decision-making authority is assigned to the Principal.
10. Inherent in the position of Principal is the delegation of duties and roles to the assistant Principal and other staff members in accordance with their areas of interest and expertise. Nevertheless, the Principal assumes overall responsibility for their actions and roles.
11. The Principal will perform all duties and responsibilities and meet all requirements as outlined in the Education Act.
12. The Principal will demonstrate all the competencies identified in the Leadership Quality Standards.

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