



## Policy 3.02

### Category: Charter School Operations

## Role of the Principal

### BACKGROUND

The *School Act* requires Boards to assign a principal to each school. The Principal is responsible for providing instructional leadership in the school. All Board assignments to the Principal are done so through the Superintendent. Therefore, the Principal is under the supervision of the Superintendent and reports directly to the Superintendent. The Board views the Principal as the instructional and school-based administrative leader that, through effective leadership, is responsible for the establishment and maintenance of a school climate that supports the achievement of school goals. Effective leadership calls for vision, commitment, knowledge, communication, flexibility, creativity, acceptance, and action.

### POLICY STATEMENT

1. The CAPE Charter Board supports the functioning of the school Principal as the instructional and school-based administrative leader at CAPE.

### DEFINITION:

2. **Principal** - a teacher designated as a principal or acting principal under section 20 of the *School Act*.
3. **Instructional leader** - refers to the management of curriculum and instruction by a school principal. This term appeared as a result of research associated with the effective school movement of the 1980s, which revealed that the key to running successful schools lies in the principals' role.
4. **Administrative leader** - refers to the orchestrating of tasks and the mobilizing of people to develop and sustain an organization, the individual clarifies purpose, inspires individuals to pursue a shared vision, and ensures that goals and outcomes are attained.
5. **Leadership** - the art of motivating a group of people to act towards achieving a common goal.
6. **Probationary** - relating to the period during which a new employee is being watched closely to see if they are suitable for their job.

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**GUIDELINES**

7. The Principal shall be appointed by the CAPE Charter Board, upon Superintendent recommendation. The Principal shall serve to fulfill those functions and shall exercise those powers as legislated by the *School Act* and such other provincial legislation as may exist from time to time.
8. The CAPE Charter Board shall be responsible for initiating procedures to appoint the Principal in the event of a vacancy.
9. The Principal shall be appointed for a period of one (1) year, a probationary year.
10. The Principal must possess valid Alberta Teaching Certificate and leadership certification.
11. The Superintendent shall carry out a review of the performance of the Principal.
12. At the end of the first year, if the incumbent wishes to continue in the appointment, and if the performance of the incumbent has received a favourable evaluation, the appointment is confirmed for a term of three years.
13. At the end of the three-year term, as long as the incumbent wishes to continue in the appointment, and as long as the performance of the incumbent continues to be evaluated as satisfactory, the designation will be continued for recurring terms of three years.
14. As a certificated employee of the CAPE Charter Board, the Principal shall provide the CAPE Charter Board with a valid Alberta Teaching Certificate, an Alberta Education Teacher Certification Services statement (TQS), letters of experience from previous employers, a clean Police Information Check Certificate, including a clean Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check as per Policy 6.1 and comply fully with Policy 6.1.
15. The Principal shall be familiar with the CAPE Policy Manual and the Administrative Procedures & Forms Manual, the CAPE charter, the Parent Information Booklet, the Staff Handbook, the CAPE Code of Professional Conduct Teachers, the ATA Code of Conduct, and all other relevant CAPE documents, and adhere to them.
16. The Principal shall be familiar with the School Act, Alberta Education Policies and Regulations, and adhere to them.
17. The Principal shall be familiar with the various curricula and Programs of Studies, and adhere to them in the supervision of the development of long-range and short-term plans.

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18. As a certificated employee of the CAPE Charter Board, the Principal shall be familiar with and adhere to all Acts, Statutes, Standards, Regulations, Codes, and other mandated requirements that may be in effect from time to time as well as the *Teaching Quality Standard*, the *Leadership Quality Standard*, and the *Superintendent Leadership Quality Standard*.
19. The Principal recognizes and accepts the CAPE Charter Board as the entity that provides overall policy direction and leadership for the school, and therefore will abide by any and all Board directives.
20. The Principal recognizes and accepts the Superintendent as the Chief Executive Officer of the CAPE Charter Board and Chief Education Officer of the Jurisdiction, and as such is responsible for the total operation of the CAPE school.
21. The Principal shall fulfill all of the assigned responsibilities as stated in section 20 of the *School Act*.

**Specific Areas of Responsibility**

**Principal/Alberta Education Relations**

22. Address any Alberta Education requests in a timely and effective manner.
23. Attend information meetings on matters of instruction.

**Principal/CAPE Charter Board Relations**

24. Provide input in the development of CAPE Charter Board policies, practices and procedures when requested to do so.
25. Adhere to any and all Board directives.
26. Establish and maintain a positive professional working relationship with the CAPE Charter Board.
27. Attend CAPE Charter Board meetings and reports on the school operations.

**Principal/Superintendent Relations**

28. Establish and maintain a positive professional working relationship with the Superintendent.
29. Attend meetings called by the Superintendent.
30. Submit written reports or any information requested by the Superintendent.
31. Serve as a resource person to the Superintendent and the CAPE Charter Board on matters relative to the daily operation of the school.

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- 32. Provide leadership in respect to the CAPE Charter Board's vision, mission, guiding principles, goals and annual objectives.
- 33. Develop and maintain an open, effective communication system with the School and Superintendent/Charter Board and between the School and external agencies.
- 34. Take a stand on issues but remains open and receptive to other views.
- 35. Communicate an evolutionary vision of school development and leads others so as to maintain and advance the standard of student achievement in curricular and extra-curricular programs.

**Policy/Procedures**

- 36. Provide input in the development of CAPE Charter Board policies and administrative procedures.
- 37. Work with the Superintendent in the administration of all policies of the CAPE Charter Board and, where appropriate, provides input in the development of practices and procedures.

**Fiscal Management**

- 38. Establish and maintain a close working relationship with the CAPE Secretary-Treasurer.
- 39. Ensure that the day-to-day fiscal management (daily expenditures) of the charter school is in accordance with the Annual Budget, CAPE Charter Board regulations, protocols and/or directives, the terms or conditions of any funding received by the CAPE Charter Board under the *School Act* or any other Act.

**Instructional Leadership**

- 40. Provide leadership in all matters relating to instruction in the charter school.
- 41. Ensure that the instruction provided by the teachers employed in the school is consistent with the courses of study and educational programs prescribed, approved or authorized pursuant to the *School Act*.
- 42. Supervise the implementation of education policies established by the Minister.
- 43. Provide leadership in all matters pertaining to Inclusive Education.
- 44. Ensure that CAPE's practices are consistent with Alberta Education Action on Inclusion/Inclusive Education directives.
- 45. Ensure that CAPE's practices are consistent with the charter and the integration program.
- 46. Ensure that students in the charter school have the opportunity to meet the standards of education set by the Minister.

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47. Provide leadership within the school and in the classroom that promote the achievement of educational goals established for the school.
48. Provide leadership within the school and in the classroom that promotes a high standard of education through ongoing supervision and evaluation of curricular and co-curricular programs.
49. Supervise the day-to-day operation of the school.
50. Supervise the provision of the instructional program to ensure that a positive learning environment is present and students are learning in accordance with Charter expectations.
51. Ensure that the charter school's Annual Education Plan is being followed.
52. Supervise the evaluation and reporting of student learning and development.
53. Ensure that standards and procedures for discipline and conduct of students are being followed.
54. Maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the Board.

**Yearly Planning**

55. Determine teaching assignments.
56. Develop supervision schedules and timetables.
57. Ensure that Alberta Education Regulations regarding minimum teaching times are being met.
58. Ensure that Yearly Plans, Daily Plans and any other required plans are being developed and followed.
59. Ensure that all data collection necessary for the operation of the school is timely and current.

**Personnel Management**

60. Has site-based authority and responsibility for all personnel-related issues, except those personnel matters precluded by CAPE Charter Board policy.
61. Provide assistance in the selection, deployment, development, reprimanding and making recommendations regarding tenure and termination.
62. Conduct the evaluation of teachers, and administrative assistants.
63. Actively support teacher and staff professional development needs.
64. Maintain professional relationships with staff, students, parents and other affiliated individuals, groups or organizations.

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**Facility**

- 65. Ensure that the school facilities comply with health, fire, and safety regulations and that the facility is maintained to acceptable standards by implementing relevant processes.
- 66. Ensure that protocols in place to address issues relating to the safety, welfare and conduct of students while participating in school programs are followed.

**Principal/School Council**

- 67. Establish and maintain a close working relationship with the CAPE School Council.
- 68. Develop and maintain an open, effective communication system with the CAPE School Council.
- 69. Is a voting member of the CAPE School Council as per Alberta Education School Councils Regulation 113/2007 and CAPE's ByLaws.
- 70. Ensure that the CAPE School Council adheres to section 22 of the School Act, the School Council Regulation, and the guides such as the Alberta Education School Ensures that the CAPE School Council adheres to the CAPE charter, Board Policies and Procedures, and the School Council ByLaws.

**Community**

- 71. Promote a positive attitude on the part of parents and the community towards the School and its program.
- 72. Ensure that the CAPE Charter Board Communication Plan is followed.
- 73. Establish and maintains a close working relationship with Alberta Education personnel, The Association of Public Charter Schools executive, charter schools administration personnel, public boards personnel, support agencies, and service groups.

**Other**

- 74. Comply with other duties and obligations assigned by the Superintendent and/or the CAPE Charter Board.

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**References:**

*School Act*

*Teaching Quality Standard*

*Leadership Quality Standard*

*Superintendent Leadership Quality Standard*

*Practice Review of Teachers Regulation*

*CAPE charter*

*CAPE Code of Professional Conduct for Certificated Staff*

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Adopted: December 13, 1999

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Motion: #2013-8-27-10

Motion: #2018-8-29-9