



## Policy 3.02

### Category: Charter School Operations

## Role of the Principal

### BACKGROUND

In *Section 197* of the *Education 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 197* of the *Alberta Education 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 *Section 197* the *Education 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 during the first year in the position.
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. The Principal shall be familiar with the CAPE Policy Manual and the Administrative Procedures Manual, the CAPE charter, 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 various curricula and Programs of Studies, and adhere to them in the supervision of the development of long-range and short-term plans.
17. The Principal shall be familiar with and adhere to the Education Act and other Acts, Statutes, Standards, Regulations, Codes, Policies and Regulations, 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*.
18. 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.

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19. 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.
20. The Principal must adhere to FOIP requirements at all times and is respectful of the privacy of all CAPE stakeholders.
21. The Principal establishes and maintains a positive professional working relationship and an open, effective communication system with the CAPE Board of Directors, the Superintendent, the Secretary-Treasurer, all administrators, staff, students, parents, community and other affiliated individuals, groups or organizations.
22. The Principal promotes a positive attitude on the part of parents and the community towards the school and its programs.
23. The Principal is a member of the School Council, serves as a resource person for the Council and as the liaison between the School Council and the administration and the staff, and attends all school Council meetings.
24. The Principal shall fulfill all of the assigned responsibilities as stated in Section 197 of the *Education Act* and complies with other duties and obligations assigned by the Principal, Superintendent and/or the CAPE Charter Board.

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**References:**

*Education 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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