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Category: Charter School Operations

Role and Responsibilities of the Principal

BACKGROUND & RATIONALE

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

DEFINITION:

1. **Principal** - a teacher designated as a principal or acting principal under *Section 197* of the *Alberta Education Act*.
2. **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.
3. **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.
4. **Leadership** - the art of motivating a group of people to act towards achieving a common goal.
5. **Probationary** - relating to the period during which a new employee is being watched closely to see if they are suitable for their job.

PROCEDURE

6. The Principal will 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.
7. The Principal will address any Alberta Education requests in a timely and effective manner.
8. The Principal will attend information meetings on matters of instruction.
9. The Principal will adhere to any and all Board directives.
10. The Principal will establish and maintain a positive professional working relationship with the CAPE Charter Board, the Superintendent, the Secretary-Treasurer, administrators, staff, parents, and students.

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11. The Principal will attend meetings called by the Superintendent.
12. The Principal will submit written reports or any information requested by the Superintendent.
13. The Principal will serve as a resource person to the Superintendent and the CAPE Charter Board on matters relative to the daily operation of the school.
14. The Principal will provide leadership in respect to the CAPE Charter Board's vision, mission, guiding principles, goals and annual objectives.
15. The Principal will develop and maintain an open, effective communication system with the School and Superintendent/Charter Board, between the School and external agencies and within the school.
16. The Principal will 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.
17. The Principal will provide input in the development of CAPE Charter Board policies and administrative procedures.
18. The Principal will 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.
19. The Principal will establish and maintain a close working relationship with the
20. The Principal will 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 *Education Act* or any other Act.
21. The Principal will provide leadership in all matters relating to instruction in the charter school.
22. The Principal will 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 *Education Act*.
23. The Principal will supervise the implementation of education policies established by the Minister.
24. The Principal will provide leadership in all matters pertaining to Inclusive Education.
25. The Principal will ensure that CAPE's practices are consistent with Alberta Education Action on Inclusion/Inclusive Education directives.
26. The Principal will ensure that CAPE's practices are consistent with the charter and the integrated personalized program.

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27. The Principal will ensure that students in the charter school have the opportunity to meet the standards of education set by the Minister.
28. The Principal will provide leadership within the school and in the classroom that promote the achievement of educational goals established for the school.
29. The Principal will 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.
30. The Principal will 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.
31. The Principal will supervise the day-to-day operation of the school.
32. The Principal will supervise the evaluation and reporting of student learning and development.
33. The Principal will Ensure that standards and procedures for discipline and conduct of students are being followed.
34. The Principal will maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the Board.
35. The Principal will determine teaching assignments.
36. The Principal will develop supervision schedules and timetables.
37. The Principal will ensure that Alberta Education Regulations regarding minimum teaching times are being met.
38. The Principal will ensure that Yearly Plans, Daily Plans and any other required plans are being developed and followed.
39. The Principal will ensure that all data collection necessary for the operation of the school is timely and current.
40. The Principal has site-based authority and responsibility for all personnel-related issues, except those personnel matters precluded by CAPE Charter Board policy.
41. The Principal will make recommendations to the Superintendent regarding tenure and termination.
42. The Principal will conduct the evaluation of teachers, educational assistants and administrative assistants.
43. The Principal will actively support teacher and staff professional development needs.
44. The Principal will maintain professional relationships with staff, students, parents and other affiliated individuals, groups or organizations.

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45. The Principal will establish and maintain a professional relationship with the Facility Manager and work with the Facility Manager (1) to maintain a safe and structurally sound facility, (2) to ensure that the facility complies with health, fire, and safety regulations, (3) ensure that the facility is maintained to acceptable standards by implementing relevant processes, and (4) ensure that protocols in place to address issues relating to the safety, welfare and conduct of students while participating in school programs are followed.
46. The Principal will establish and maintain a close working relationship and an open, effective communication system with the CAPE School Council.
47. The Principal is a voting member of the CAPE School Council as per Alberta Education School Councils Regulation 113/2007 and CAPE's ByLaws.
48. The Principal will ensure that the CAPE School Council adheres to Section 55 of the *Education Act*, the School Council Regulation, and other related documents that may come into effect from time to time.
49. The Principal will ensure that the CAPE School Council adheres to the CAPE charter, Board Policies and Procedures, the CAPE ByLaws, and the School Council ByLaws.
50. The Principal will promote a positive attitude on the part of parents and the community towards the School and its program.
51. The Principal will ensure that the CAPE Charter Board Communication Plan and Engagement Plan are followed.
52. The Principal will 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.
53. The Principal will comply with other duties and obligations assigned by the Superintendent and/or the CAPE Charter Board.

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

Adopted: September 2022