

ROLLING RIVER SCHOOL DIVISION REGULATION

<p style="text-align: center;">The School Principal Role Expectations – Authority and Accountability</p>	AFC/R
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In addition to the duties and responsibilities dictated by Department of Education statutes and regulations, and without limiting the scope and expectations of this role, the principal shall be expected to:

1. **Educational Program**

- a) Be familiar with objectives and programs relevant to the various groups of pupils under the school's jurisdiction.
- b) Evaluate the curriculum needs of the school and facilitate program improvement.
- c) Encourage the development and implementation of a suitable variety of extra-curricular activities.
- d) Make provisions for individual differences among children by arranging diagnostic and remedial services.
- e) Provide for the health, physical well-being, and safety of the children in all school situations.

2. **School Organization and Climate**

- a) Establish and maintain a school climate that compliments the educational objectives of the school division.
- b) Group students and timetable programs.
- c) Arrange for adequate supervision of students in all school related activities.
- d) Keep adequate student records, report pupil progress regularly and arrange parent-teacher conferences.
- e) Arrange and conduct regular staff meetings

3. **Personnel**

- a) Recommend to the superintendent regarding employment, tenure, dismissal, promotion and such other matters as may be desirable in relation to instructional personnel.
- b) Assign and schedule the duties of instructional personnel.
- c) Facilitate in the school the work of consultative personnel.

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- d) Evaluate teaching effectiveness accurately and impartially and submit to the superintendent evaluation reports on school staff.
- e) Observe, advise, and where necessary give general direction to operational personnel regarding the performance of their assigned duties.
- f) Develop a role description for the vice-principal where applicable.

4. **Budget and Facilities**

- a) Ascertain and recommend regarding space and the material needs of the school.
- b) Manage the acquisition and use of supplies and equipment.
- c) Administer school budgets effectively.
- d) Manage school facilities effectively, and facilitate the community use of the school in accordance with Board policy.

5. **Personal Qualities**

- a) Demonstrate good judgement in decision making and carry out duties promptly and consistently.
- b) Display a pleasant and sincere personality and maintain poise under stressful conditions.
- a) Show a professional attitude.
- d) Project through personal appearance and conduct an image that compliments the dignity of the position.
- e) Establish a positive school-community relationship.
- f) Communicate effectively and establish a good rapport with all school personnel.

Index
Policy

Date Adopted: December 14, 1985