

POSITION DESCRIPTION

POSITION TITLE: PRINCIPAL

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Reporting to the Superintendent, Turtle Mountain School Division, the Principal will be responsible for administering the general policies and programs of the Division, ensuring that staff are informed about such policies and programs. In concert with the “Public Schools Act”, The Education Administration Act and other relevant legislation, and regulations issues therein and Division Policy, the Principal will be responsible for the detailed organization of the school, the functioning and operation of the school plant, and the assignment of duties to and supervision of staff under the incumbents jurisdiction. The incumbents will, in addition to normal programming, co-ordinate student services staff and programming to meet the expectations of special needs students in their school. The Principal will strive to create optimal learning conditions so that students may find their school to be safe, attractive and productive place in which to work, learn and grow, so as to allow them the opportunity to develop their own maximum potential.

POSITION RESPONSIBILITIES:

1. Establish an administrative climate conducive to supporting a positive and progressive teaching-learning environment with adequate supervision and evaluation to enable the management of student progress:

- a. Co-ordinate all programs within the school to best meet the needs and interests of the student population;

In compliance with Appropriate Education Legislations in regards to

- i. Individual Education Plans

Principals will:

- Designate a case manager and ensure that an IEP is developed with the assistance of parents, student (when appropriate), teachers, and other professionals for any student who is unable to access the regular curriculum.
- Be accountable for the delivery and implementation of educational programming and services for students with exceptional learning needs.
- Ensure that the IEP:

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- Is prepared and updates with the assistance of the parents, student (when appropriate), teachers, and other professionals.
- Takes in account the student's behavioral and health-care needs (if any);
- Is consistent with provincial protocols respecting a student's transition to and from school;
- Is updated annually or sooner if required by a change, in the student's behaviour or needs.

ii. Assessment

Principals will:

- Ensure that a student is assessed as soon as reasonably practicable and referred for a specialized assessment if the in-school team is unable to assess why a student is having difficult meeting the learning outcomes and is of the opinion that the student cannot meet learning outcomes even with differentiated instruction and accommodations.
 - Ensure that the student's parent(s)/legal guardian(s) are informed before the student is referred for a specialized assessment. No interviewing or testing as part of the assessment may occur without the parent's/legal guardian's written consent.
- b. Evaluate program and staff effectiveness regularly, in accordance with Board Policy;
 - c. Co-ordinate the professional development of all school staff through the provision of in-services, training, mentoring, peer tutoring, seminars or other educational forums;
 - d. Provide for student teachers a hand-on opportunity to experience classroom instruction, under the tutoring of an experienced teacher in co-operation with the Faculties of Education in Manitoba; and
 - e. Hold regular staff meetings to discuss, plan, organize, and implement school programming and resolve educational/administrative matters; and
 - f. Keep current on contemporary research and development in the field of technology in education, curriculum development, teaching methodologies and other pedagogical applications in the school system.
 - g. Submit the courses of studies for Grades 9-12 by June 1 of each year to the Superintendent

2. Manage and control all aspects of the school budget and monies allocated to provide for adequate care and provision of supplies and equipment required for school programs, in conjunction with the Division's ability to provide such resources:
 - a. Responsible for the administration and accounting of all monies (school budget, student activity, cafeteria, etc.) allocated and/or accrued by the school;
 - b. Control expenditures within allocated budgets;
 - c. Initiate purchase orders for classroom materials and supplies, computer hardware and software, capital items, janitorial materials and supplies, and receive materials and forward packing slips to the Board Office for processing; and
 - d. Collaborate with administrators in planning the financial requirements for the school.
3. Ensure that school buildings and grounds are adequately and safely maintained and supervised for the welfare of students and staff:
 - a. Responsible for the organization of the supervision of pupil activities in school buildings and on school grounds, during school hours and/or for authorized school activities;
 - b. Inspect school grounds and school buildings to ensure that they are free from hazards, and notify the proper authorities of any conditions which need to be remedied;
 - c. Responsible for providing direction, establishing work schedules and work areas, determining cleaning materials and related supplies, and evaluation of the custodial staff employed in the school;
 - d. Arrange for substitute custodians and sweepers in case of absence of regular staff;
 - e. Arrange for the supervision of schools when the facility is being used during off-hours and week-ends; and
 - f. Collaborate with the Supervisor of Building/Maintenance in the effective and efficient provision of maintenance and upkeep of schools, ancillary buildings, equipment and grounds.
4. Monitor and control student activity to ensure appropriate student behavior:
 - a. When a student is suspended the principals shall:
 - Development categories of the reasons for which a student may be suspended;
 - Ensure that each suspension is categorized accordingly;

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- Ensure that the total number of pupils suspended and the duration of suspensions are tabulated for each category;
 - Offer and arrange alternative programming for students who are suspended for more than five days.
- b. Exercise disciplinary authority relative to the conduct of each student during school hours of operation as defined in the Public Schools Act, The Education Administration Act, Appropriate Education Legislation and other relevant legislation and in accordance with Division Policy;
- c. Exercise disciplinary authority relative to student conduct while one their way to/from school including those students transportation by Division buses.
5. Plan, organize, and implement and control the provision of special education services in the school:
- a. Co-ordinate the special services programs within the school in consultation with the Special Education Co-ordinator;
 - b. Direct staff (Home/School Liaison Workers, Itinerant/Resource staff, H.C.L.I. and Instructional Assistants) in the planning and co-ordination of special programs;
 - c. Supervise and evaluate special services programs, and staff, and make recommendations relative to effectiveness and efficiency in satisfying the special needs programs of students; and
 - d. Meet regularly with staff, delivering the special services program, and the Co-ordinator of Student Services.
6. Represent the school in the community, promoting good public relations;
- a. Communicate, involve, and inform parents of school activities through newsletters, information nights, parent/teacher conferences and other related activities, and
 - b. Co-operate with community agencies.
7. Other related duties:
- a. Collaborate with other administrators to ensure that effective and efficient delivery of the education program in the Division;
 - b. Sit/chair committee meetings as directed by the Superintendent;
 - c. Attend regular/special meetings as requested by the Superintendent and/or deemed necessary by the Board;

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- d. Develop correspondence, complete reports, and implement social projects as requested by the Superintendent; and
- e. Perform other related duties.