

# NORTH EAST SCHOOL DIVISION # 200



## JOB DESCRIPTION

**POSITION TITLE:** School Principal

**REPORTS TO:** Directly: Superintendent of Schools  
Indirectly:

### **Purpose:**

The purpose of the Principal is to act as the educational leader and general administrator of the school to which he/she has been assigned in accordance but are not limited to the duties and responsibilities as set out in Section 175 of the Education Act and the duties and/or responsibilities that follow.

### **Required Education, Knowledge, Qualifications and Experience:**

- Bachelor of Education Degree from an institution recognized by the Ministry of Education
- Saskatchewan Professional “A” Teaching Certificate
- Minimum of 5 years successful teaching experience
- Masters in Education from an institution recognized by the Ministry of Education is preferred
- Demonstrated knowledge of Sask. Core Curriculum and the Ministry of Education initiatives
- Knowledge of the role of other Human Service Agencies in the support of learning
- Knowledge of best practices in educational leadership
- Experience in the delivery of human services or who understand and have experience working in the learning sector within a collaborative-consultative model would be an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

### **Required Skills and Abilities:**

- Demonstrated ability to provide adaptive leadership
- Clear understanding and ability to provide situational leadership
- Demonstrated ability to act as the team leader in the school, school division and the community.
- Demonstrated ability to establish rapport with students and act as a role model to children and youth within the school community
- Demonstrated ability to provide for the professional growth and evaluation of school staff
- Demonstrated ability to create innovative solutions to a wide range of problems
- Ability to deal effectively with a broad range of Human Service Agencies, members of the public, including parents.
- Ability to plan, implement, reflect on and monitor multiple processes within the school
- Demonstrated ability to present and promote change at the school and/or organizational level
- Demonstrated ability to prioritize multiple demands and effectively manage time.
- Demonstrated ability to maintain strict confidentiality relative to school division operations.
- Superior interpersonal and communication skills, both verbal and written.
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.
- Present a positive and professional approach

## **Supervision of Staff:**

This position involves the day to day supervision of teachers in the school as well as direct supervision of all support staff within the school.

## **Duties and Responsibilities:**

Without restricting the generality of the description above, the School Principal shall perform such duties and responsibilities as may be included but not restricted to the following:

- Using best practices, provide leadership in improving the effectiveness of the education programs, the school and school division
- Provide for continuous progress of students through Saskatchewan's K-12 Core curriculum to meet or exceed the requirements of grade completion and graduation
- To ensure the actualization of Saskatchewan's core curriculum
- To exercise supervision of professional and paraprofessional staff
- To confer with the relevant Superintendent for concerns with the building, staff and any other pertinent matters.
- Provide leadership and support within a professional learning community, the school community council and the school improvement planning process.
- To ensure that progress is made towards the attainment of the goals of the school and the Division
- To foster desirable relationships between the school and the community, especially between the school, parents and other agencies
- Organizing for adequate supervision of pupils
- To make reasonable provision for the safety and welfare of the pupils and staff in order to prevent unhealthy conditions, injury from fire, accidents or exposure to communicable disease.
- To make recommendations to the appropriate School Division personnel regarding expenditures, facilities, equipment, supplies and other items considered necessary for effective operation of the school
- To exercise control of the School Based budget allocated by the Division as well as any school raised funds
- To ensure that school discipline is maintained
- To implement and uphold Board Goals, policies and administrative procedures
- To make recommendations with regard to teacher recruitment and selection
- To ensure that care is taken for all school property
- To submit reports on aspects of the operation of the school as required by the Division
- Be knowledgeable about and supportive of administrative procedures and directives.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
- Perform other duties as may be required or assigned by the department head.

## **Judgment, Independence and Client Contact:**

### **Confidentiality:**

At no time should the School Principal discuss in public information pertaining to anyone in the school division. The School Principal is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the school division. Breaching confidentiality is a serious violation of acceptable conduct.

**Independence:**

The School Principal is expected to work independently and as a team member of the school, the Administrative Council and the division office as required.

**Client/Peer Contact**

This employee works collegially with school staff, school-based administration and other division based staff. Contact with other employees and outside agencies is regular and frequent.

**Responsibility for Quality of Assigned Work:**

The employee is under supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

**Salary Grid:**

The salary grid for the School Principal is tied to the following grids:

The Provincial Collective Bargaining Agreements for teachers (including the principal allowance provisions)

<b>Approved By:</b>	Dean Biesenthal, Supt of Human Resources
<b>Date Approved:</b>	Nov 2012
<b>Reviewed:</b>	