

**Administrative Procedure 423**

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**SCHOOL ADMINISTRATION – TEAM CONCEPT****Background**

The Superintendent views the principal and vice-principal as an administrative team responsible for achieving the goals of the Division and the school. The Superintendent believes that a team approach to management contributes to the successful and efficient operation of the school in that complementary roles and functions ensure the full leadership skills and abilities of the individual administrators are utilized.

The Superintendent also believes that the role of Catholic school administration is central to providing and maintaining an effective ongoing instructional school program and the development of the whole person. It is the task of the administration to give specific form to this vision of Catholic education. Accordingly, in a Catholic school, Christian values should permeate the actions of administrators, support staff and students.

Effective leadership calls for creativity, vision, commitment, communication, acceptance and action.

The Superintendent supports the functioning of the principal and vice-principal as an administrative team that works closely in a leadership role to best achieve the educational goals of the school and Division in a spirit of freedom, charity and hope.

**Procedures**

1. The Superintendent shall assign a principal to each school and may assign a principal to be a principal of more than one school.
2. The principal is responsible to the Superintendent.
3. The principal is responsible for:
  - 3.1 Providing instructional leadership in the school;
  - 3.2 Ensuring that the instruction provided by the teachers employed in the school is consistent with the courses of study and education programs prescribed, approved or authorized pursuant to this Act;
  - 3.3 Evaluating or providing for the evaluations of programs offered in the school;
  - 3.4 Ensuring that students in the school have the opportunity to meet the standards of education set by the Minister;
  - 3.5 Directing the management of the school;
  - 3.6 Maintaining order and discipline in the school and on the school grounds and during activities sponsored or approved by the Board;
  - 3.7 Promoting cooperation between the school and the community that it serves;
  - 3.8 Supervising the evaluation and advancement of students;

- 3.9 Evaluating the teachers and other staff employed in the school;
  - 3.10 Subject to any applicable collective agreement and the principal's contract of employment, carry out those duties that are assigned to the principal by the Superintendent in accordance with the regulations and the requirements of the School Council and Superintendent;
  - 3.11 Achieving the mission and educational goals established for the Division;
  - 3.12 Providing assistance in the selection, deployment, development, reprimanding and making recommendations regarding tenure and termination;
  - 3.13 Planning and controlling expenditures related to local school based budget; and
  - 3.14 Other duties as assigned by the Superintendent.
4. In accordance with the Collective Agreement:
- 4.1 In a school where there are two hundred or more full time equivalent students, the Superintendent may designate one teacher to be vice-principal unless an alternative administrative agreement is deemed to be more practical after consultation between the Superintendent and the Principal of the school concerned.
5. The vice-principal is responsible to the principal.
6. The principal is responsible to develop a job description which outlines the specific duties of the vice-principal.
7. In the absence of the principal, one vice-principal will be designated by the principal/Superintendent to be responsible for the operations of the school.

Reference: Section 20, 60, 61, 113, School Act