



Date: March 20, 2024 **Agenda Item:** 8.8

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent

Governance Policy: [Policy 225: Role of the Board](#)

Additional Reference: [Policy 105: Vision, Mission and Values](#)
[Policy 240: Policy Development](#)
[Policy 700: Superintendent of Schools](#)

Assurance Domain: Student Growth & Achievement
Teaching & Leading
Learning Supports
Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLOS](#) / [Board Policy 700](#)):

- Building Effective Relationships
- Modeling Commitment to Professional Learning
- Visionary Leadership
- Leading Learning
- Ensuring First Nations, Métis, and Inuit Education for All Students
- School Authority Operations and Resources
- Supporting Effective Governance

Subject: **Administrative Procedure 210: Role of School Administration**

Purpose:

For information.

Background:

Policy 300: School Based Decision Making was brought to the March 6, 2024, Committee of the Whole for review.

A new Administrative Procedure has been developed, *Administrative Procedure 210: Role of School Administration*, to replace existing *Administrative Procedure 210: School Based Decision-Making* to ensure that Principals and Vice Principals have a clear procedure outlining their responsibilities.

The Superintendent is responsible for maintaining this Administrative Procedure.

Administrative Procedure 210: Role of School Administration was brought to the March 6, 2024, Committee of the Whole for review.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Administrative Procedure 210: Role of School Administration

NEW AP 210- Role of School Administration

Purpose

As outlined in the Education Act (Section 197), the Principal is the instructional leader of the school and is responsible for the management of the school. The Principal is directly accountable to the Superintendent.

Procedure

With respect to the role of the School Principal:

1. The Principal shall, at all times, act in full accordance with the Education Act.
2. The Principal shall, at a minimum, demonstrate leadership in full alignment with the current provincial Leadership Quality Standard.
3. The Principal shall, at all times, act in a manner that maintains the Vision, Mission and Values of the Division and in accordance with all Board Policies, Administrative Procedures and the annual Education Plan.
4. The Principal shall provide opportunities for the staff and School Council to be meaningfully involved in school based decisions involving programs, budgets and procedures.
5. Subject to any applicable collective agreement and the Principal's contract of employment, the Principal shall carry out those duties that are assigned to the Principal by the Superintendent.

With respect to the role of the Vice Principal and notwithstanding those duties applicable to the Vice Principal in support of, or in absence of the Principal:

1. The Vice Principal is an educational leader in the school and shall be directly accountable to the Principal.
2. The Vice Principal shall, at a minimum, demonstrate leadership in alignment with any applicable requirements of the current Leadership Quality Standard.
3. The Vice Principal shall, at all times, act in a manner that maintains the Vision, Mission and Values of the Division and in accordance with all Board Policies, Administrative Procedures and the annual Education Plan.

With respect to the role of school administration (Principal and Vice Principal(s)):

1. School administration shall ensure that the standard of care is met with respect to order and discipline in the school and on the school grounds and during activities sponsored by the Division.
2. School administration shall promote cooperation between the school and the community that it serves.

3. School administration shall facilitate effective communication with school stakeholders.
4. School administration shall establish procedures and practices to meaningfully collaborate with other school administrators as full members of the Division's Leadership Team.

References

Education Act Sections 197, 199

Leadership Quality Standard

Collective Agreement

Policy 700- Superintendent of Schools