

SCHOOL ADMINISTRATION

Background

The *School Act* Section 20 states:

- “(1) A Board may appoint a person as a Principal, Vice Principal or Director of Instruction to perform the duties and have the powers set out in the regulations.
- (2) A Principal, Vice Principal or Director of Instruction is not an employee within the meaning of the *Labour Relations Code*.
- (3) A Principal, Vice Principal or Director of Instruction who is responsible for evaluating a teacher in a specialized assignment may
 - (a) consult with a resource person who has relevant specialized technical knowledge, and
 - (b) use information obtained from the consultation in the evaluation.”

Procedures

1. Principals

- 1.1. With regard to the duties of principals, the *School Regulation* specifies that the Principal is responsible for administering and supervising the school as follows:
 - 1.1.1. The implementation of educational programs;
 - 1.1.2. The placing and programming of students in the school;
 - 1.1.3. The timetables of teachers;
 - 1.1.4. The program of teaching and learning activities;
 - 1.1.5. The program of student evaluation and assessment and reporting to parents
 - 1.1.6. The maintenance of school records; and
 - 1.1.7. The general conduct of students, both on school premises and during activities that are off school premises and that are organized or sponsored by the school;
- and shall, in accordance with the procedures of the District, exercise paramount authority within the school in matters concerning the discipline of students.

2. Vice-Principals

- 2.1 In the absence of the Principal of a school, a Vice-Principal of that school shall, have the duties and responsibilities assigned to the Principal.

3. In the District, Principals and Vice-Principals are appointed to the District and are assigned based on the needs of the District.

Reference: Sections 17, 20, 22, 65, 85 School Act
Teachers' Act
School Regulation 265/89

Adopted: October 16, 1978

Revised: March 19, 1979; March 16, 1981; October 21, 1985; December 1996; January 1999; September 24, 2018; February 6, 2019