

Duties of Principals

Principals are responsible for the overall operation of the school(s) to which they are assigned. Reporting to the Superintendent they are responsible for administering the general policies and programs of the division and of Manitoba Education and Training. They are responsible for keeping staff informed about the current status of policies and programs. The principal is responsible for the detailed organization of the school and for the assignment and supervision of all personnel working in the school.

The Principal's role falls into two categories:

- a) an educational leader
- b) the building manager

The two roles are complimentary and both must be addressed within the Principal's role.

A. The Educational Leader

As the school based educational leader the Principal is responsible for:

- a) Maintaining a clear vision for the school. Leaders have a well developed philosophy and a deep conviction in what they are doing. They know how they want things to be. They are effective in motivating others to adopt many of these same beliefs.
- b) Maintaining the interests of students as the focus of all educational discussions and decisions.
- c) Developing an educational strategy with the assistance of staff, based on the needs of the pupils and the community which it serves.
- d) Having an understanding of the change process and how to manage the group dynamics involved in change.
- e) Maintaining open and honest communication channels with students, staff, parents, and division office. This involves communicating in an open and direct manner. They model open and honest communication. Leaders are naturally direct. They do not shy away from confrontation but recognize that it is not always an appropriate response.
- f) Leading by example. Leaders set goals for themselves and are life long learners. They expect the same from others.
- g) Focusing on people. They have well developed interpersonal and intrapersonal skills. Leaders are sensitive to the needs of others and are perceptive in reading situations. They are responsible for their own professional development and for recommending appropriate professional development activities for other staff members.
- h) Recognizing the strengths of others. They nurture the development of others and encourage others to assume leadership roles.
- i) Exhibiting loyalty and understanding the proper channels in dealing with issues.

B. The Building Manager

As manager of the building the principal is responsible for the daily operation of the school including but not limited to: students, facilities, professional and support staff, volunteers, and personnel from outside agencies working in the school.

As the building manager the principal is responsible for:

- a) Developing a school code of conduct which is consistent with the divisional code of conduct. The principal is responsible for the consistent enforcement of the code of conduct and for implementing a system of tracking individual students.
- b) Implementing a system of supervision that ensures that students are adequately supervised.
- c) Supervising and evaluating all school based personnel in accordance with divisional policy.
- d) Inspecting school buildings for hazards and taking appropriate action to assure that hazardous situations or potentially hazardous situations are not a danger to either students, staff or the public. This involves ensuring that fire regulations are adhered to and that the required number of fire drills are conducted each year.
- e) Organizing, scheduling and approving events which occur in the school facility in a manner which prevents conflicts.
- f) Orienting all new staff.
- g) Holding regular staff meetings to discuss educational and administrative matters.
- h) Communicating divisional and provincial policy to all affected staff.
- i) Attending administrative meetings and providing input into the appropriateness of divisional policies and procedures.
- j) Ensuring that the student council, student committees and student extra curricular activities have a staff advisor or supervisor who ensures that the groups operate in an appropriate manner and in accordance with established school or student council procedures.
- k) Assisting in the preparation of the annual divisional budget as required.
- l) Purchasing required materials and equipment in accordance with divisional policy.
- m) Accounting for school accounts through the establishment of accounting policies and procedures within the school. Periodically, principals will be required to submit reports on the status of all school accounts.
- n) Developing and maintaining a positive communication system with students, parents, school staff, administration, Board, Manitoba Education and the general public.
- o) Performing such other duties as may be assigned by the Superintendent.