

## SCHOOL ADMINISTRATORS ROLES AND RESPONSIBILITIES

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School administrators include principals and vice-principals. The principal is accountable to the superintendent and is delegated commensurate authority to carry out his/her duties. Vice-principals report directly to the school principal. Specific duties and responsibilities of school administrators are listed below.

(1) **Leadership**

- (a) The school administrator, in consultation with staff, establishes goals and directions for the school and leads staff to work cooperatively toward the achievement of these goals and directions.
- (b) The school administrator fosters a professional learning community.
- (c) The school administrator ensures that the school's educational direction is consistent with and in harmony with the divisional goals and directions
- (d) The school administrator works toward participatory decision-making involving all staff.
- (e) The school administrator strives toward developing an environment and climate that fosters student growth and academic excellence.

(2) **Management**

- (a) The school administrator is responsible for the deployment of staff and resources effectively and efficiently as appropriate to the school and the learning of all students.
- (b) The school administrator is responsible for the evaluation of student performance and the clear communication of such information according to established and known criteria.
- (c) The school administrator is responsible for a non-threatening and safe environment for all students and staff in school and /or at school related functions.
- (d) The school administrator is responsible for the overall maintenance of the school grounds and school buildings.
- (e) The school administrator monitors all activities at the school and keeps records according to divisional requirements.
- (f) The school administrator maintains a budget and is responsible for all expenditures of school and base budget funds.

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- (g) The school administrator submits, as required, all necessary reports to the superintendent's department in a timely fashion.
- (h) The school administrator, in cooperation with staff, develops policies for and effectively manages student discipline.

### (3) **Personnel**

- (a) The school administrator supervises and assesses the performance of staff fairly and effectively, providing formative and summative assessment of staff performance as directed by the superintendent.
- (b) The school administrator, under the direction of the assistant superintendent of human resources, assists in staff recruitment, selection and induction.
- (c) The school administrator strives toward harmonious working relationships with and among staff members.
- (d) The school administrator encourages and supports professional development for all employee groups.

### (4) **Curriculum/Programs/Services**

- (a) The school administrator, under the direction of the assistant superintendents, takes responsibility for implementation, supervision, coordination, and evaluation of all programs and services offered to the students.

### (5) **Communication**

- (a) The school administrator provides for effective communication and interaction with staff, students, parents, community and the superintendent's department.
- (b) The school administrator strives to have all communication promote the understanding of educational goals to staff, students, parents and community.

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(6) **Divisional Role**

- (a) The school administrator articulates divisional goals and policies as appropriate to staff, students, parents and community
- (b) The school administrator participates in divisional decision-making and in the formulation of divisional practices and procedures.
- (c) The school administrator takes a divisional leadership role in program and services implementation and development as appropriate.

(7) **Professionalism**

- (a) The school administrator actively pursues personal professional growth.
- (b) The school administrator supports and encourages the development of leadership capacity for all teachers.
- (c) The school administrator supports the development of teacher candidates (i.e., student teachers).

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