

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE-ROLE DESCRIPTION: PRINCIPAL

<i>ROLE DESCRIPTION CODE:</i>	<i>500 R 001</i>
Policy Reference: 500 – Guiding Principles for Staff Personnel	

ROLE DESCRIPTION

1. Job Title: Principal
2. Employer: Medicine Hat Public School Division (MHPSD)
3. Responsible to: Superintendent
4. Primary Function:
 - 4.1. Principals play a pivotal role in the implementation of the mission and goals of the Division. In implementing the mission and goals they are responsible for providing educational leadership and site-based decision-making in a collegial manner and, where appropriate, share decision-making with education stakeholders, i.e. students, parents, school councils, Trustees, Superintendent and Executive officers, school and Division staff, the community, and Alberta Education.
 - 4.2. Principals are leaders who have the responsibility and the authority within a shared decision-making framework to provide educational leadership for their assigned schools and the Division, and to ensure effective operation of those schools.
5. Responsible for:
 - 5.1. providing educational leadership to the school and the Division with the goal of improving instructional practices and increasing professional competence within Division schools.
 - 5.2. complying with the *Alberta Education Act*, the regulations of Alberta Education, the policies as established by the Board of Trustees, Division procedures and the terms and conditions of existing collective agreements.
 - 5.3. assuming the overall responsibility and authority for the operation of the school but delegating responsibilities to other staff members in accordance with their capabilities and in relation to the needs of the school.

- 5.4. working closely with the education stakeholders to promote a positive learning environment in the schools and to achieve the goals of the school and Division.
- 5.5. ensuring that decisions made and actions taken in the school shall serve the best interests of the students in the school.

6. Tasks of Position:

The Principal will be responsible for meeting the principal quality practice guidelines as follows:

6.1. Leadership Dimension – Fostering Effective Relationships

- 6.2. The principal builds trust and fosters positive working relationships, on the basis of appropriate values and ethical foundations, within the school community -- students, teachers and other staff, parents, school council and others who have an interest in the school.

6.3. Leadership Dimension – Embodying Visionary Leadership

The principal collaboratively involves the school community in creating and sustaining shared school values, vision, mission and goals.

6.4. Leadership Dimension – Leading a Learning Community

The principal nurtures and sustains a school culture that values and supports learning.

6.5. Leadership Dimension – Providing Instructional Leadership

The principal ensures that all students have ongoing access to quality teaching and learning opportunities to meet the provincial goals of education.

6.6. Leadership Dimension – Developing and Facilitating Leadership

The principal promotes the development of leadership capacity within the school community – students, teachers and other staff, parents, school council for the overall benefit of the school community and education system.

6.7. Leadership Dimension – Managing School Operations and Resources

As a member of the administrative team the principal manages school operations and resources to sustain a safe, caring and effective learning environment.

6.8. Leadership Dimension – Understanding and Responding to the Larger Societal Context

The principal understands and responds appropriately to the political, social, economic, legal and cultural contexts impacting the school.

7. Professional Qualifications

- 7.1. Ability to work effectively and cooperatively with Division personnel and partner groups.
- 7.2. Commitment to strategic planning.
- 7.3. Philosophy where leadership is seen as a function, not a position.
- 7.4. Commitment, in writing, to complete a Master's Degree within an appropriate timeline established by the Superintendent



- 7.4.1. If Master's Degree is not completed within the agreed timeline, the administrator may be removed from administration and offered a teaching contract within the Division.
- 7.5. Knowledge about current trends in education.
- 7.6. Skill in introducing, supporting, and supervising change.
- 7.7. Ability to develop and manage a budget.
- 8. Personal Qualities:
 - 8.1. Excellent human relations skills
 - 8.2. Strong communication skills – speaking, listening, writing.
 - 8.3. Guided by vision, mission, values and beliefs of the Division.
 - 8.4. Promote excellence as a standard for themselves and expect it in the teaching and learning throughout the Division.

REFERENCES

Alberta Education – Education Act

Approved: December 21, 2010

Revised: January 9, 2017

