Rationale

All schools are required by the Ministry of Education to designate one teacher as Principal.

In the Catholic Independent Schools the Principal, in addition to being the educational leader and manager, he/she is required take on the role of spiritual leader of the school.

Policy

The Principal is the spiritual leader, educational leader, and manager within the school, and is responsible for the operation of the school in a manner consistent with the expressed philosophy of education and policies of the Catholic Independent Schools Board of Directors, the Local School Council and Ministry of Education.

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student according to interests, degree of motivation, and academic ability within the potential of the school.

1.2.2. Provides leadership to the staff in expanding and modifying the school's potential in identifying school needs and determining educational objectives using individual initiative and consultation as well as periodic meetings with the entire staff.

1.2.3 Promotes the implementing of desirable educational innovations for the improvement of instruction.

1.2.4 Develops an efficient system for pupil and program appraisal and recommends changes needed to improve existing programs.

1.2.5 Re-evaluates grading policies and pupil progress determinants at intervals with members of the staff.1 473.98 495.19 Tm@G( )]TJET00912 612 79(s)5G -

3.1.1 Prepares a master schedule for the implementation of an educational program with optimum use of facilities and staff, as well as daily operating schedules.

3.1.2 Enforces or implements all Local School Council and CISDV administrative directives and policies.

3.1.3 Supervises the collection, handling, and reporting of school money.

3.1.4 Takes responsibility for field trip allocation and supervision of such trips.

3.2 In matters relating to students:

3.2.1 Enforces school attendance laws and establishes internal procedures to monitor proper attendance in all classes.

3.2.2 Provides and maintains adequate record keeping practices of students' educational progress to assure all legal, provincial, and local requirements are met.

3.2.3 Facilitates the organization and administration of student government, student club programs, and other student affairs.

3.2.4 Supervises the assignment of student lockers and provides procedures for handling of related problems.

3.2.5 Supervises fund-raising activities of student organizations.

3.2.6 Establishes procedures for proper supervision at all school-sponsored events.

3.2.7 Attends to the general welfare, health and safety of pupils, making recommendations respecting conditions which may require special attention.

3.2.8 Holds emergency, earthquake, fore drills, lockdown and ensures fire and safety equipment is checked.

3.2.9 Develops and implements schedules to ensure adequate supervision of students before, during, and after school and ensures these schedules are communicated to parents, students and staff.

3.3 In matters relating to staff:

3.3.1 Participates in the selection of staff in accordance with C.I.S.D.V. policies and procedures.

3.3.2   Allocates human resources within the school according to needs.

3.3.3   Secures, co-ordinates, and supervises the work of substitute teachers.

3.3.4   Plans, co-ordinates, supervises, and evaluates the work of support services within the building - custodians, assistants, secretary, etc.

3.3.5   Allocates curricular, extra-curricular, and out-of-class duties such as:

supervision of halls, student assembly area, playgrounds, gym, lunch, bussing, etc.

co-ordination of films, filmstrips, videos, and other audio visual aides

planning of major school projects

taking charge of lost and found items

3.3.6   Delegates authority to responsible personnel:

in any management area

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