



HUMAN RESOURCES

JOB DESCRIPTIONS 308 PRINCIPAL AND VICE PRINCIPAL

Rationale

The CISVA Board of Directors recognizes the importance that Principals and Vice-principals have job descriptions.

Policy: PRINCIPAL

The Catholic School Principal is the central figure within the school. He or she is responsible for each and every child and each and every teacher. "It would be hard to over-emphasize the importance of the role of the school Principal, the leader, the organizer of the school community. The specific aim of the Catholic school, the synthesis of Catholic faith and culture, of Catholic faith and personal life should be visible in the life of the Principal. He or she is the animator of the teaching staff, not only in academic matters but in their responsibility to be witnesses of Christ in the classroom. The Principal is the one who advances in the school the art of teaching in accordance with the principles of the Gospel." (The Catholic School--Its Character and mission)

Procedure

The Principal is hired as an educational expert and is responsible for:

1. RELIGIOUS INSTRUCTION AND CHRISTIAN COMMUNITY

"It is important to remember that Christian formation is not given merely by adding religion classes to the curriculum. Nor does a school become Catholic merely by such an addition. To be Catholic the school must aim at being a living Christian community, a community of Catholic faith, enlivened by the Gospel spirit of freedom and charity." "The Catholic School must be seen as a meeting place ... Christian faith is born and grows inside a community. (C.S. 53)

It is faith community whose values are communicated particularly through interpersonal and sincere relationships of its members and through both individual and corporate adherence to the Christian view of life that permeates the school. (C.S. 32)

The pupil has a right to expect that his principle educators, home, school, and church, will support one another as they introduce him to the cultural and spiritual resources that are his birthright. If this cooperation is to be a reality then obviously there must be meetings between the school, staff, the parents, and the Priests of the parish, in order to establish a common effort. From this point of view the school can be a focal point for the total educative community. (C.S. 61)

The Principal under the guidance of and in cooperation with the Pastor/Archbishop Representative and following the relevant diocesan policies will strive to develop the Christian community and religious instruction as outlined above and detailed in "The Catholic School--Its Character and Mission".



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2. STUDENT RELATIONSHIP TO THE PARISH

Since every Catholic pupil has living roots in his parish, and since each school is part of a parish, the Catholic school will nurture the relationship of the student to the parish and will develop programmes to this end. It is the responsibility of the Principal together with the Pastor/Archbishop Representative to plan, develop and implement suitable programmes.

3. WORKING WITH THE PASTOR (ARCHBISHOP'S REPRESENTATIVE)

The Catholic school is one of the means of evangelization within the parish. Because the Principal is responsible for the day-to-day operation of the school he or she must work very closely with the Pastor /Archbishop's Representative, who is responsible for the total evangelization of the parish.

The Principal will ensure that the Pastor/Archbishop's Representative is kept abreast of the affairs of the school, particularly everything related to the religion programme and to the faith life of the Catholic Community within the school. The Principal should make every effort to make the Pastor/Archbishop Representative feel welcome in the school and encourage him to spend time in the school.

4. DAY TO DAY ADMINISTRATION

The Principal is responsible for administering the school in accordance with policy established by the Authority. The Principal will ensure that good order is maintained, that safe practices are followed and that there is adequate supervision of pupils at all school sponsored activities. The Principal is responsible for all school sponsored activities involving students.

5. ACADEMIC PROGRAMME

The Principal will ensure that a sound academic programme is developed and that the development and implementation of curriculum is in accordance with the Independent Schools Support Act unless otherwise instructed by the Authority.

6. DEVELOPMENT OF TEACHING STAFF

The Principal will work with each and every staff member to help him/her develop professionally as a teacher in a Catholic school. The Principal will initiate inservice programmes and follow a routine of observation, supervision and evaluation of all teachers. When corrective measures are necessary the Principal will follow the policies outlined by the Authority.

7. IMPLEMENTING EDUCATION COMMITTEE DECISIONS

The Principal is responsible for the implementing and following of all Education Committee decisions that affect the Principals sphere of influence. Changes in



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operating procedures desired by the Principal must be approved by the Education Committee before implementation and must be in accordance with policy established by the Authority.

8. TONE AND DISCIPLINE OF THE SCHOOL

The Principal, with the teachers' cooperation, will maintain the good order necessary to a well run school. The Principal will ensure that classroom discipline is fair and consistent from one class to another. The Principal will deal with discipline problems expeditiously in a just manner.

9. PUBLIC RELATIONS

The Principal with the cooperation of the teachers will ensure that there is an effective programme of regular communication with parents regarding achievement, discipline, marks, calendar of events, proposed programmes, meetings, extra curricular events and any other area of interest or importance to parents. The Principal will ensure that the parents are contacted immediately when situations arise of a more serious nature. The Principal will endeavor to foster good relations with parish societies, neighbors, local public schools, public services and any members of the community having contact with the school.

10. GOVERNMENT AND SUPERINTENDENT'S OFFICE FORMS

The Principal will ensure that all government forms pertaining to the academic aspects of the school are filled out accurately and on time. One copy of every report will be retained in the school files. One copy will be sent to the Superintendent's Office, 150 Robson Street, Vancouver. The Principal will ensure that all academic requirements necessary to government funding are fulfilled unless otherwise instructed by the Authority.

The Principal will ensure that all Superintendent's Office forms are filled out accurately and forwarded to the Superintendent's Office by the date requested. The Principal will ensure that the official roll is kept in every class in a manner that meets the requirements of the Auditor of the Society and the Superintendent's Office.

11. BUDGET

The Principal will ensure that only those expenses are incurred that are within the jurisdiction of the Principal and staff and that those expenses remain within budgeted guidelines. Requests for budgetary inclusions should normally be presented at the time the Education Committee is preparing its budget for the forthcoming year.



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12. PLANNING

The Principal will study long range needs, develop projections, and propose programmes to the local Education Committee and the Superintendent. These studies will cover such areas as: curriculum, staffing, enrollment, facilities and other areas pertaining to the proper development of the school.

13. SAFETY

The Principal will ensure that safety procedures are set up and followed in regards to fire, travel, labs, gym, playgrounds and any area or activity that presents a potential safety hazard.

The Principal will ensure that there is adequate supervision at all school and school-sponsored activities. The Principal will report to the Education Committee anything he/she feels presents a safety or health hazard to the students or staff.

14. SECURITY FOR CONFIDENTIAL AND SENSITIVE MATERIAL

Education Committees will ensure that the Principal carries out his/her responsibilities for the security of examinations, student records and all other sensitive school materials.

15. GENERAL

The Principal will act in a manner consistent with the philosophy of the school as outlined in the 'Philosophy of Education for Catholic Schools in the Province of British Columbia - A Policy Statement by the Catholic Bishops of British Columbia' dated July 5, 1994.

The Principal is expected to exercise good judgment at all times. If a situation arises that the Principal feels could seriously jeopardize the reputation of the school or involve the school in any kind of adverse publicity or legal action, the Superintendent's office, the Pastor and the local Education Committee should be notified immediately.

Policy: VICE-PRINCIPAL IN A REGIONAL SECONDARY SCHOOL

Archbishop Carney, in his letter of May 1978 describing the Catholic School Principal, states that "the specific aim of the Catholic school, the synthesis of Catholic faith and culture, of Catholic faith and personal life should be visible in the life of the Principal. He or she is the animator of the teaching staff, not only in academic matters but in their responsibility to be witnesses of Christ in the classroom. The Principal is the one who advances in the school the art of teaching in accordance with the principles of the Gospel".



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The Catholic School Vice-Principal shares this leadership and responsibility; his/her presence should complement and extend the influence of the Principal throughout the school.

Procedure

The Vice-Principal is primarily an administrator with some teaching responsibility who is accountable to the Principal.

1. GENERAL:

The Vice-Principal, following school and Diocesan policies, will, under the direction of the Principal, continually foster the development of the Catholic community and will promote excellence in all school endeavours.

2. DELEGATION:

In the day to day operation of the school, the Principal will delegate duties to the Vice-Principal. When the Principal delegates such tasks, the principal still retains the responsibility; the Vice-Principal will act in harmony with the practice and expectations of the Principal.

3. TEACHER SUPERVISION & EVALUATION:

The Vice-Principal will assist, in a way determined by the Principal, in the evaluation and supervision of teachers in both classroom and general responsibilities. In addition each school will establish a list of local delegated responsibilities.

4. NON-ADMINISTRATIVE DUTIES:

The Vice-Principal will be expected to teach and, as time permits, participate in extra-curricular activities.

Policy: VICE-PRINCIPAL IN AN ELEMENTARY SCHOOL

Archbishop Carney, in his letter of May 1978 describing the Catholic School Principal, states that "the specific aim of the Catholic school, the synthesis of Catholic faith and culture, of Catholic faith and personal life should be visible in the life of the Principal. He or she is the animator of the teaching staff, not only in academic matters but in their responsibility to be witnesses of Christ in the classroom. The Principal is the one who advances in the school the art of teaching in accordance with the principles of the Gospel".

Procedure

Elementary School Vice-Principal is foremost a teacher with some assigned



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administrative duties, and administratively accountable to the Principal.

1. GENERAL:

The Vice-Principal, following school and Diocesan policies, will, under the direction of the Principal, continually foster the development of the Catholic community and will promote excellence in all school endeavours.

2. DELEGATION:

In the day to day operation of the school, the Principal will delegate duties to the Vice-Principal. When the Principal delegates such tasks, the Principal still retains the responsibility; the Vice-Principal will act in harmony with the practice and expectations of the Principal. The Principal will establish a list of local delegated responsibilities.

3. SUPERVISION AND EVALUATION:

The Vice-Principal will assist, in a way determined by the Principal, in the evaluation and supervision of Para-educators in both classroom and general responsibilities.

4. NON-ADMINISTRATIVE DUTIES:

The Vice-Principal will be expected to teach and as time permits participate in extra-curricular activities.

5. APPOINTMENT AND TERM

Before appointing a vice-principal, the Superintendent must be consulted (Policy 306 Hiring). The appointment of a vice-principal will be for a term of up to four years, whereupon the Education Committee may consider other applicants. The vice-principal can be reappointed for a consecutive term(s) following consultation with the Superintendent.

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| Reference: | Approved: March 5, 2013 Board of Directors |
| | Date Approved: Pre – 1996 |
| | Date(s) Revised: Feb. 5 2013 |
| Cross-reference: | |