



SCHOOL PRINCIPAL SCHOOL ADMINISTRATION

Title

School Principal – School Administration

Scope of Responsibilities

The School Principal is the educational leader of the school and will ensure that the Nova Scotia Public School programs and all provincial education policies and curricula are implemented in order to maximize student learning experiences. The School Principal is responsible for the implementation of Halifax Regional Centre for Education policies and carries out the duties of the Principal as defined under Section 38 of the Nova Scotia Education Act. Consistent with Department of Education and Early Childhood Development and Halifax Regional Centre for Education policies, the Principal will be responsible for establishing an accountability framework to ensure students are receiving educational programs and services as required under the Public School Programs. Working collaboratively with a team of educational professionals, the Principal will demonstrate a strong commitment to planning for improvement in support of student learning, and reports directly to the Superintendent or designate.

Competencies

The School Principal for the Halifax Regional Centre for Education shall have the following competencies:

LEADERSHIP

- (a) The ability to articulate and support the philosophy and direction of the Public Schools Program to meet the needs of all learners;
- (b) The ability to articulate and support the philosophy and direction of the Provincial Special Education Policy;
- (c) The ability to implement Program initiatives and support existing Programs through appropriate professional development for staff;
- (d) The ability to provide instructional leadership in current exemplary instruction and assessment practices;
- (e) The ability to apply knowledge, experience and commitment in the areas of equity, cross cultural understanding, human rights, diversity and culturally relevant pedagogy;
- (f) The ability to implement policies established by the Centre;
- (g) The ability to lead effectively within a team environment;
- (h) The ability to communicate effectively with staff, students, parents/guardians, community, private partners and outside agencies to better meet the needs of the students in the school;
- (i) The ability to work collaboratively with School Advisory Councils and establish a shared vision through the school improvement process;
- (j) The ability to make informed, objective decisions;
- (k) The ability to create and maintain a climate of respect and fairness for all staff and students;
- (l) The ability to maintain and promote confidentiality as the norm under which the school operates;
- (m) The desire and ability to engage in continuing education and professional development.

ADMINISTRATIVE

- (a) The ability to create and maintain a safe and orderly school environment;
- (b) The ability to annually evaluate all school based staff using current assessment techniques and develop appropriate professional development plans;
- (c) The ability to use appropriate communication tools, especially current technologies;
- (d) The ability to employ and monitor acceptable accounting procedures in the maintenance of all fiscal records;
- (e) The ability to administer the terms and conditions of all collective agreements which affect employees in the school.

Qualifications

- (a) A valid Nova Scotia Teacher's Certificate;
- (b) Masters Degree in Education or equivalent;
- (c) Minimum of five (5) years successful teaching experience in the education field;
- (d) Minimum of three (3) years successful experience as a Vice-Principal.

Specific Job Components

The School Principal shall perform such tasks as are assigned by the Superintendent, or designate, and is required to undertake some or all of the tasks below. These tasks may vary from time to time with the evolution of the organization and may include but not be limited to the following:

- (a) Support and implement approved student evaluation and assessment policies;
- (b) Monitor and implement the practices and procedures as outlined in the Provincial Special Education Policy;
- (c) Monitor and implement new and existing curriculum initiatives;
- (d) Take all reasonable steps to secure full and regular attendance at school of the students enrolled in the school in accordance with policies established by the Centre;
- (e) Establish and implement the School Improvement Plan;
- (f) Complete and submit required documents or electronic data as requested by the Centre and/or the Department of Education and Early Childhood Development;
- (g) Identify the staffing needs of the school and assist with the selection of staff;
- (h) Annually review and implement the Provincial School Code of Conduct Policy;
- (i) Ensure that current assessment techniques are utilized for staff evaluation;
- (j) Establish and maintain a system for student records, staff records, attendance, purchasing, budgets, timetables and book orders;
- (k) Hire substitute personnel as required;
- (l) Take all reasonable steps to secure the school building;
- (m) Promote positive public relations and engage community participation in the school;
- (n) Ensure the formation and functioning of a JOHSC Committee as outlined in S(29) of the Occupational Health & Safety Act;
- (o) Ensure the functioning of a School Advisory Council that represents the communities it serves as outlined in the Education Act;
- (p) Ensure the effective maintenance and ongoing management of iNSchool and TIENET.