



## **VICE-PRINCIPAL**

### **Elementary and Secondary Achievement**

#### **Scope of Responsibilities**

The Vice-Principal is an educational leader of the school and will assist in ensuring that the Nova Scotia Public School Programs and all provincial education policies and curricula are implemented in order to maximize student learning experiences. The Vice-Principal, as a member of the school administrative team, assumes the responsibility of school leader in the absence of the Principal and supports the team by performing any duties assigned by the Principal. Consistent with Department of Education and Early Childhood Development and Halifax Regional Centre for Education policies, the Vice-Principal will be responsible for supporting an accountability framework to ensure students are receiving educational programs and services as required under the Public School Programs. Assists with oversight for the Pre-Primary Program and staff, as applicable. Working collaboratively with a team of educational professionals, the Vice-Principal will demonstrate a strong commitment to improving student achievement and well-being, and reports directly to the School Principal.

#### **Competencies**

The Vice-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 Inclusive Education Policy and the Provincial Special Education Policy;
- (c) The ability to assist in the implementation of Program initiatives and support existing Programs through appropriate professional learning for staff;
- (d) The ability to provide instructional leadership in current inclusive instruction and assessment practices;
- (e) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights, diversity and culturally relevant pedagogy;
- (f) The ability to assist in implementing 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 assist in establishing 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 learning.

**ADMINISTRATIVE**

- (a) The ability to support the creation and maintenance of a safe, orderly, positive and effective learning environment;
- (b) The ability to assist in the annual evaluation all school based staff using current assessment techniques and develop appropriate professional learning 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 assist in administering the terms and conditions of all collective agreements which affect employees in the school.

**Qualifications**

- (a) Valid Nova Scotia Teachers Certificate;
- (b) Masters Degree in Education or equivalent, or enrolled in a Masters Degree;
- (c) Minimum of five (5) years successful teaching experience in the education field.

**Specific Job Components**

The Vice-Principal shall perform such tasks as are assigned by the School Principal, 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 assist in implementing approved student evaluation and assessment policies;
- (b) Monitor and assist in implementing the practices and procedures as outlined in the Provincial Inclusive Education Policy and the Provincial Special Education Policy;
- (c) Monitor and assist in implementing 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) Assist in the establishment and implementation of 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) Assist in identifying the staffing needs of the school and the selection of staff;
- (h) Assist in the annual review and implementation of the Provincial School Code of Conduct Policy;
- (i) Recognize and support the leadership potential of teachers through coaching and mentoring;
- (j) Ensure that current assessment techniques are utilized for staff evaluation;
- (k) Assist in establishing and maintaining a system for student records, staff records, attendance, purchasing, budgets, timetables and book orders;
- (l) Assist in the hiring of substitute personnel as required;
- (m) Take all reasonable steps to secure the school building;
- (n) Support and promote a positive public relations and engage community participation in the school;
- (o) Assist in the formation and functioning of a JOHSC Committee as outlined in S(29) of the Occupational Health & Safety Act;
- (p) Support the functioning of a School Advisory Council that represents the communities it serves as outlined in the Education Act;
- (q) Support the effective maintenance and ongoing management of iNSchool and TIENET.