



CALGARY BOARD OF EDUCATION

Administrative Regulation 1004.1 - Role of the Principal

Reporting to the Collaborative Learning Community Director, the principal is responsible to the Chief Superintendent through the Deputy Chief Superintendent.

1. To fulfil the role of instructional leader, the principal shall:
 - a. Accept the instructional program of the school as the primary responsibility.
 - b. Promote positive attitudes in students and staff toward self, others, school, education, and the school community.
 - c. Develop the school philosophy and goals as provided in Regulation 1,002 - School Philosophy and Goals.
 - d. Plan, develop, and evaluate the educational program according to system and Alberta Education expectations, and the school philosophy.
 - e. Identify the individual knowledge and ability of staff members and utilize their skills to maximize the effectiveness of the program.
 - f. Deploy school-based staff to make effective use of their particular knowledge and abilities in providing programs and services for students, subject to duties and responsibilities as defined in Board regulations.
 - g. Support an ongoing program of staff development for school-based personnel.
 - h. Be responsible for inviting supervisory and consultative staff to provide assistance to staff members as required.
 - i. Actively promote two-way communication with the school community regarding the philosophy and programs of the school.
2. In attending to the organization of human and material resources in the school, the principal shall:
 - a. Identify the general and special needs of the school population.
 - b. In consultation with the Area Superintendent, determine an organizational structure which utilizes effectively the capabilities of the staff and meets the needs of students.
 - c. Provide an opportunity for input of those affected when planning significant organizational changes.

- d. Advise the Division of Human Resources as to the suitability of the placement of teachers and support staff.
 - e. Familiarize the administrative team in all aspects of the school organization and administration, and develop with them job descriptions which provide for appropriate delegation of administrative and supervisory responsibilities.
3. In performing the management function in the school, the principal shall:
- a. Be responsible for safety, welfare, and conduct of students while participating in school programs.
 - b. Be responsible for formal assessment of teaching and support staff and participate in the assessment of the caretaking staff.
 - c. Be responsible for preparation and administration of the school's decentralized budget.
 - d. Delegate appropriate responsibilities and tasks to the staff members in accordance with Board policy and regulation and relative collective agreements.
 - e. Provide input into community use of the school in accordance with Board procedure.
4. As the representative of the Chief Superintendent in the school, the principal shall:
- a. Comply with the policies, regulations, and procedures of the Board; the provisions of the School Act; and other appropriate statutes.
 - b. Be knowledgeable about system regulations, procedures, directives, notices and bulletins, and make them available to the appropriate staff.
 - c. Have a general knowledge of the organizational structure of the Calgary Board of Education and its various programs and services.
 - d. Interpret Board policy to the staff, the students, and the community as required.
 - e. Advise the Associate Superintendent of the existence of conditions which adversely affect the operation of the school or the instructional program.
 - f. Complete and submit required reports.
 - g. Attend meetings as required.

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| Approved: | March 15, 1963 |
| 3rd Amendment: | March 18, 1985 |
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References

Administrative Regulation References:

- 1002 - School Philosophy and Goals
- 1004.2 - Duties and Responsibilities of Assistant Principals
- 1004.3 - Duties and Responsibilities of Vice-Principals
- 1004.3A - Duties and Responsibilities of Curriculum Leaders
- 1004.4 - Duties and Responsibilities of Department Heads
- 1004.6 - Duties and Responsibilities of Teachers
- 1004.6A- Duties and Responsibilities of Teacher-Librarians
- 1004.7 - Duties and Responsibilities of Substitute Teachers
- 1004.8 - Duties and Responsibilities of Caretakers
- 1004.9 - Duties and Responsibilities of Secondary School Guidance Counselors
- 1029 - Operation of Schools