

POSITION TITLE:

VICE-PRINCIPAL

Reports to: Directly: Principal
Indirectly: Superintendent assigned to school and the Director

Function/Purpose:

To provide assistance to the Principal in any or all aspects of leadership for instruction and staff development; and the management of school operations, resources and facilities to the best advantage of students. To gain experience and training in preparation for the Principalship.

Required Education, Knowledge, Qualifications and Experience:

- Valid Saskatchewan teaching certificate.
- A Bachelor's degree in Education.
- Postgraduate work in the field of Education would be an asset.
- A minimum of two years of successful teaching acceptable to the Division.
- Other related training or experience in the field of Education would be an asset.

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Team building and collaboration.
- Working with minimal supervision.
- Organizational skills.
- Interpersonal and communication skills.
- Initiative and adaptability.
- Prioritizing multiple demands.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.
- Mature judgement.
- Initiative.
- Strong work ethic.

Supervision:

This position involves the supervision and evaluation of school-based staff and students.

Duties and Responsibilities:

Without restricting the generality of the description above, the Vice-Principal shall perform such duties and responsibilities as may be assigned, by the Principal, including but not restricted to the following:

- Assist the Principal with the duties outlined in Section 175 of the Education Act, 1995.
- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students, parents and the public.

- Contribute to instructional and managerial leadership at the school and Division level.
- Strive to accomplish the goals established by the Division.
- Be knowledgeable and supportive of applicable Board policies.

Confidentiality:

The Vice-Principal is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: August 14, 2007