

POSITION TITLE:

PRINCIPAL

Reports to: Directly Superintendent assigned to school
Indirectly: Director

Function/Purpose:

To provide visionary leadership for instruction and staff development; and to manage school operations, resources and facilities to the best advantage of students.

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 all school-based staff and students.

Duties and Responsibilities:

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

- Fulfill duties as 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 to an educational institution 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 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