



JOB DESCRIPTION Principal

Principals shall carry out their responsibilities in accordance with the School Act, School Act Regulations and directives, Board Policy and School District Procedures. In the performance of their duties, Principals respond to the Superintendent of Schools and Assistant Superintendents, and they work in cooperation with other educational and support personnel. Within this organizational framework, the Principal has authority and responsibility for students, teachers and other staff within the school; for instructional programs; for facilities, supplies and equipment; and for those school-related activities carried on under the jurisdiction of the school.

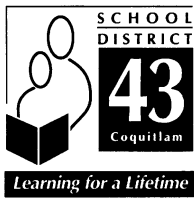
Specific Responsibilities

- Provide leadership in supervising the school's instructional programs and services
- Coordinate and supervise the educational welfare, safety and well-being of students
- Provide appropriate curricular offerings and foster suitable co-curricular activities
- Provide consultative and supervisory assistance for staff on instructional methods/strategies, curriculum refinement, program implementation, learning assessment, and reporting
- Supervise and evaluate teaching/learning situations and support staff
- Encourage and develop plans for the professional development and involvement of Vice-Principals, Department Heads, teachers and support staff
- Establish effective communication links between the school, its parent group and its communities
- Establish/maintain appropriate administrative/management practices, business procedures (including finances and procurement) and safety programs
- In consultation with Human Resources, take a lead role in the administration of the collective agreements for all issues within your purview (grievances , attendance management, discipline, requests from employees requiring collective agreement interpretation, etc.)
- Carry out such special tasks as may be assigned by the Superintendent, or designate, from time to time
- Take part in personal professional growth activities
- Assist the District in the planning and budgetary processes and the application of collective agreements
- Assist the District in the selection and placement of staff
- Other duties as assigned
- For more information on the duties of the Principal please refer to:

https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/d/bcreg_26589.pdf

Required Education and Experience

- Evidence of a completed Master's degree;
- British Columbia Teacher Regulation Branch certification;
- Minimum of five complete years of successful teaching (not including teacher-on-call) and/or administrative experience;
- A strong belief and commitment to, as well as experience, in public education;
- Familiarity with the technology used in supporting student learning and experience with differentiated teaching practices related to inclusion, diversity and teaching students with exceptionalities
- Knowledge of current curriculum, instruction and assessment strategies



JOB DESCRIPTION Vice-Principal

Vice-Principals shall carry out their responsibilities in accordance with the School Act, School Act Regulations and Directives, Board Policy and School District Procedures. They respond to their Principal for the performance of their duties. Within this organizational framework, they perform administrative duties and assist the Principal with leadership responsibilities for school operation.

Specific Responsibilities

- Provides instructional leadership and assistance in the supervision of the school's programs and services
- Coordinate and supervise the educational welfare, safety and well-being of students
- Provides appropriate curricular offerings and fosters suitable co-curricular activities
- Provides supervisory assistance with the enhancement of instructional methods/strategies, curriculum refinement, program implementation, learning assessment and classroom teaching/learning situations
- Participates in the supervision and evaluation of teaching/learning situations and support staff personnel
- Encourages and develops plans for the professional development and involvement of staff
- Works to establish purposeful communication links between the school and its communities
- Establishes and maintains appropriate administrative practices, business procedures (including finance and procurement) and safety programs with the Principal
- In consultation with Human Resources and the Principal, take a lead role in the administration of the collective agreements for all issues within your purview (grievances , attendance management, discipline, requests from employees requiring collective agreement interpretation, etc.)
- Generate individual in-service and training ideas for professional growth purposes
- Assumes teaching assignments and specific duties and projects as assigned by the Principal, Superintendent and/or designate
- Assists the District in the planning and budgetary process
- Assists the District in the selection and placement of staff
- For more information on the duties of the principal please refer to:

https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/d/bcreg_26589.pdf

Required Education and Experience

- Evidence of enrolment in a Master's program, or completion of a Master's degree;
- British Columbia Teacher Regulation Branch certification;
- Minimum of five complete years of successful teaching (not including teacher-on-call) and/or administrative experience;
- A strong belief and commitment to, as well as experience, in public education;
- Familiarity with the technology used in supporting student learning and experience with differentiated teaching practices related to inclusion, diversity and teaching students with exceptionalities
- Knowledge of current curriculum, instruction and assessment strategies