



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS

DIOCESE

ADMINISTRATION ROLE OF THE PRINCIPAL – 302

Rationale

All schools are required by the Ministry of Education and Childcare to designate one teacher as principal.

In the **Catholic Independent Schools, Kamloops Diocese (CISKD)**, the Principal, in addition to being an educational leader and manager, is required to take on the role of spiritual leader of the school. The Principal is the central figure within the school responsible for each and every child and teacher and must be a person of strong faith, excellent character, educational competence and experience, having the ability to lead adults and inspire students by word and example.

Policy

The Principal is the spiritual leader, educational leader, and manager within the school, and is responsible for the operations of the school in a manner consistent with the expressed philosophy of education and policies of the Catholic Independent Schools Board of Directors, the Local School Committees and the Ministry of Education and Childcare.

Procedure

1. As Spiritual and Moral Leader of the school, the Principal:

- A. In matters regarding personal faith commitment:
 - i) Evolves, fosters, and maintains (jointly with the staff) a "Mission Statement" which reflects the Catholic philosophy of the school, the faith commitment of its teachers, and their commitment to the students to be witnesses to them and teach them as whole persons - physical, intellectual, emotional, social, and spiritual, children of God entrusted to their care.
 - ii) Ensures the overall tone of the Principal's interaction with teachers, students, parents, and public is tempered by the virtues of faith, hope, charity, forgiveness, respect, and patience reflecting the "servant" model given us by Jesus.
 - iii) In matters regarding school and parish faith community:
 - iv) Expects, develops, and maintains Christian virtues in interactions among staff, students and public and encourages teachers to reflect the "servant" model in their dealings with students.
 - v) Ensures that the instructional program offered presents the Catholic mindset especially regarding ethics and morality.



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS

DIOCESE

ADMINISTRATION ROLE OF THE PRINCIPAL – 302

- vi) Provides for the co-ordination of religious activities in the school.
 - vii) Provides for celebration in the school or elsewhere by individual classes or the whole school especially for the seasons of the Church year - Advent, Christmas, Lent, Easter, etc. and special occasions such as the reception of sacraments, memorial masses, patron saints, etc.
 - viii) Provides for in-school rituals reflecting Catholic identity.
 - ix) Provides the opportunity, encourages, and maintains liaison with the pastor, the parish, and individual members of the faith community.
 - x) Provides staff faith development opportunities.
 - xi)
- B. In matters regarding other school clients:
- i) Ensures members of other faiths can participate in a meaningful way, within the extent of Canon Law, in school religious rituals and celebrations.
 - ii) Fosters an ecumenical spirit among students and staff so that people of all faiths and creeds feel welcome in the school.
- C. Relationship with Pastor
- i. Under the guidance of and cooperation with the Pastor, and in accordance with Diocesan policy, the Principal will ensure that the Catholic Faith perspective permeates the total curriculum, fosters high quality religious instruction within the school and endeavors to create the climate in which the Catholic school can flourish as a true Christian community.
 - ii. Realizing that the school is part of the parish(es), the Principal will, together with the Pastor, develop programs to aid in the integration of the school and its students into parish life. These programs should include prayer, community service, liturgy and other activities directed toward development of Catholic community.
 - iii. The Catholic school is one of the means of evangelization within the parish. Because the Principal is responsible for the day-to-day operation of the school, he or she must work very closely with the Pastor who is responsible for the total evangelization of the parish.
 - iv. The Principal will ensure that the Pastor is kept abreast of the affairs of the school, particularly everything related to the religion program and to the faith life of the Catholic Community within the school. The Principal should make every effort to make the Pastor feel welcomed in the school and encourage him to spend time in the school.

2. As Educational Leader of the school, the Principal:

- a. In matters of school culture:



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS

DIOCESE

ADMINISTRATION ROLE OF THE PRINCIPAL – 302

- i) Develops and maintains an atmosphere of respect, interest, and enthusiasm within the school.
 - ii) Develops and maintains “esprit de corps” among staff, students and public by facilitating ideas and activities oriented to that purpose.
 - iii) Creates a positive image of the school and promotes the best learning and teaching climate possible.
 - iv) Assumes responsibility for bulletins and communications with students and teachers.
 - v) Counsel's parents, students, staff, as necessary.
 - vi) Encourages student and parent involvement in the operation of the school using consultation (individual or group) meetings, surveys, etc.
- b. In matters of school program:
- i) Develops a program of instruction in consultation with the teaching staff that is designed to ensure maximum educational benefits to each student according to interests, degree of motivation, and academic ability within the potential of the school.
 - ii) Provides leadership to the staff in expanding and modifying the school's potential in identifying school needs and determining educational objectives using individual initiative and consultation as well as periodic meetings with the entire staff.
 - iii) Promotes the implementation of desirable educational innovations for the improvement of instruction.
 - iv) Develops an efficient system for pupil and program appraisal and recommends changes needed to improve existing programs.
 - v) Re-evaluates grading policies and pupil progress determinants at intervals with members of the staff.
 - vi) Initiates and co-ordinates plans to utilize community resources in the instructional program.
 - vii) Provides leadership in curriculum implementation.
- c. In matters relating to students:
- i) Develops and implements operational guidelines in the maintenance of discipline and pupil self-control in the school.
 - ii) Maintains standards of student discipline designed to command the respect of students and parents and to minimize school and classroom interruptions.
 - iii) Provides adequate recognition of student accomplishments through graduation exercises, award programs, letters of recognition, etc.
 - iv) Maintains an efficient pupil progress reporting system to parents.
- d. In matters relating to staff:



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS

DIOCESE

ADMINISTRATION ROLE OF THE PRINCIPAL – 302

- i) Promotes professional growth of school staff and maintains his/her own program of professional growth.
 - ii) Keeps informed about current administrative, instructional, and organizational trends in education.
 - iii) Organizes and co-ordinates monthly staff meetings and in-service activities for staff which reflect the Catholic school mission.
 - iv) Conducts personnel evaluations for all staff in accordance with established policies and procedures.
 - v) Provides suitable leadership opportunities in all aspects of extracurricular activity.
 - vi) Serves as staff mentor to the vice-Principal(s) (if any) and provides responsibilities and rights that enhance that position promotes a team approach and provides training beneficial to assuming educational leadership, spiritual leadership as well as developing management capabilities.
- e. In matters relating to the community:
- i) Provides liaison and communication between schools and community, staff, and students, including any parent-teacher organizations, writing and printing handbooks, booster clubs, service clubs, churches, and other areas.
 - ii) Interprets the philosophy, policy, procedures, and regulations of the school to the community.
- f. In matters relating to the Local School Committee and CISKD Board of Directors
- i) Assists the Local School Committee by interpreting school concerns and needs.
 - ii) Provides information to the Local School Committee on policy development and evaluation.
 - iii) Provides information and works collaboratively with the Local School Committee concerning policy, practice, or personnel for the purpose of improving the quality of the school.
 - iv) Attends meetings as scheduled by Local School Committee and the Superintendent of Schools.
 - v) Is responsible for the implementation of all Board approved policies affecting the Principal's sphere of influence and responsibility. New policies desired by the Principal must be approved by the CISKD Board of Directors before implementation.

3. As Manager of the School, the Principal:



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS

DIOCESE

ADMINISTRATION ROLE OF THE PRINCIPAL – 302

- a. In matters relating to program:
 - i) Prepares a master schedule for the implementation of an educational program with optimum use of facilities and staff, as well as daily operating schedules.
 - ii) Enforces or implements all Local School Committee and CISKD policies and administrative procedures.
 - iii) Supervises the collection, handling, and reporting of school money.
 - iv) Takes responsibility for field trip allocation and supervision of such trips.
- b. In matters relating to students:
 - i) Enforces school attendance laws and establishes internal procedures to monitor proper attendance in all classes.
 - ii) Provides and maintains adequate record keeping practices of students' educational progress to assure all legal, provincial, and local requirements are met.
 - iii) Facilitates the organization and administration of student government, student club programs, and other student affairs.
 - iv) Supervises the assignment of student lockers and provides procedures for handling of related problems.
 - v) Supervises fund-raising activities of student organizations.
 - vi) Establishes procedures for proper supervision at all school-sponsored events.
 - vii) Attends to the general welfare, health, and safety of pupils, making recommendations respecting conditions which may require special attention.
 - viii) Holds emergency, earthquake, fire drills, lockdown and ensures fire and safety equipment is checked.
 - ix) Develops and implements schedules to ensure adequate supervision of students before, during, and after school and ensures these schedules are communicated to parents, students, and staff.
- c. In matters relating to staff:
 - 1. Participates in the selection of staff in accordance with CISKD policies and procedures.
 - 2. Allocates human resources within the school according to needs.
 - 3. Secures, co-ordinates, and supervises the work of substitute teachers.
 - 4. Plans, co-ordinates, supervises, and evaluates the work of support services within the building - custodians, assistants, secretary, etc.
 - 5. Allocates curricular, extra-curricular, and out-of-class duties such as:
 - i) supervision of halls, student assembly area, playgrounds, gym, lunch, bussing, etc.
 - ii) co-ordination of films, filmstrips, videos, and other audio-visual aides
 - iii) planning of major school projects
 - iv) taking charge of lost and found items
 - 6. Delegates authority to responsible personnel:
 - i) in any management area



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS

DIOCESE

ADMINISTRATION ROLE OF THE PRINCIPAL – 302

- ii) in the absence of the Principal, cognizant that ultimate responsibility rests with the Principal
 - 7. Ensures that necessary safety regulations and procedures are followed in accordance with Workers' Compensation Board (WCB) requirements.
 - 8. Ensures that a sufficient number of First Aid trained staff are on site to deal with First Aid/emergency situations (as per WCB requirements).
- d. In matters relating to the Local School Committee, CISKD, and the Ministry of Education and Childcare:
- 1. Ensures that the school is organized efficiently and conducted according to the regulations governing the operation of schools, and according to other pertinent legislation and regulations.
 - 2. Directs the development and administration of the operating budget of the school. The Principal will ensure that any requests for items to be included in the budget are forwarded to their Local School Committee, the Parish Finance Committee then to the Authority, normally at the time of preparation of the annual budget. The Principal will also ensure that any expenses incurred by the Principal or staff are within their jurisdiction and established budget guidelines. Refer to the *School Budget Preparation Procedures* document for reference.
 - 3. Makes investigations where and when needed regarding:
 - i) attendance
 - ii) accidents
 - iii) security of persons and property as delegated by the Local School Committee or Superintendent
 - 4. Supervises the preparation of all school reports. Ensures that all government forms pertaining to the academic aspects of the school are filled out accurately and promptly, that copies in duplicate are sent to the office of the Superintendent for forwarding to the government and that all academic requirements necessary to government funding are fulfilled (unless otherwise directed by the Authority).
- e. In matters relating to school plant, grounds, and equipment:
- i) Assumes responsibility for the general custody of the equipment and facilities.
 - ii) Approves or initiates requisitions for supplies, equipment, and materials necessary for the operation of the school.
 - iii) Plans and maintains proper utilization and inventory of school equipment, materials, and property.
 - iv) Makes regular and thorough inspections of the school plant and school properties and reports need for care, maintenance, safety, and security.
 - v) Supervises the overall maintenance of the buildings and equipment.



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS

DIOCESE

ADMINISTRATION ROLE OF THE PRINCIPAL – 302

- vi) Maintains inventory of instructional equipment as established by Local School Committee policy.
- f. In matters relating to community use of the school:
 - i) Facilitates community use of the school as established by Local School Committee policy.
 - ii) Provides and plans for community use of the school building.
- g. In matters relating to public relations:
 - i) Assumes responsibility for the overall public relations program in the school.
 - ii) Ensures effective means of communication are in place within the school community.
 - iii) Plans activities to create an awareness of the school in the broader communities, i.e., parish and local community.
- 4. Principal Evaluation:
 - i) The Superintendent of Schools will be responsible for the evaluation of the Principal and will be conducted in their first and/or second year and then every two years.
 - ii) Evaluations may be conducted at other times at the request of the Principal or at the discretion of the Superintendent.
 - iii) The evaluation will be completed by the Superintendent or his/her delegate. If the evaluation has been delegated, the individual should be a Catholic educator who is familiar with the Catholic system and who has had administrative experience at the appropriate level (elementary or secondary).
 - iv) Copies of the evaluation will be given to the Superintendent and the Principal. The report will be kept on file in the Superintendent's office and in the Principal's personnel file.
- 5. Vice-Principal Evaluation:
 - i) Vice-Principals will be evaluated by the Principal with input and oversight from the Superintendent and will be conducted on a regular basis (once every two years).
 - ii) Evaluations may be conducted at other times at the discretion of the Superintendent.
- 6. In the absence of the Principal:



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS

DIOCESE

ADMINISTRATION ROLE OF THE PRINCIPAL – 302

- i) If the Principal of a school is absent for a day or more a Teacher in Charge will be appointed.

References

Policy 301 - Role of the Superintendent

Date Approved: February 1981
Date(s) Revised: November 2022, June 2023, February 2024