

ROLE OF DISTRICT PRINCIPAL, DISTRICT PROGRAMS & CURRICULUM

Background

Guided by the District's vision, mission, motto and values, and our goals, the District Principal of District Programs & Curriculum will assist the Assistant Superintendent in fulfilling the general and assigned specific aspects of the role description for the Assistant Superintendent. The District Principal of District Programs & Curriculum shall function as part of a District administrative team and plays a supportive leadership role in Board and Superintendent initiatives.

The District views the role of District Principal of District Programs & Curriculum as a training ground for the role of a senior leadership position. The District Principal shall use the available opportunities to develop necessary skills and abilities to become a strong candidate for a senior leadership position.

Procedures

The District Principal of District Programs & Curriculum is directly responsible and accountable to the Assistant Superintendent. The Assistant Superintendent will provide specific role assignments and constructive, timely feedback to the District Principal of District Programs & Curriculum.

Areas of assigned responsibility: supervisory authority for the position of District Vice-Principal, Connect Ed and provides expertise, guidance and support relative to early learning, French Immersion program, Library Commons, education technology, Foundation Skills Assessment, student assessment and reporting, implementation of curriculum, evaluation of school-based programs and planning in-service and professional development for K to Grade 8

The District Principal of District Programs & Curriculum will have specific responsibilities for:

1. Student Learning

- 1.1 Ensures students in the District within areas of responsibility have the opportunity to meet the standards of education set by the Minister.
- 1.2 Ensures the effective implementation of curriculum within areas of responsibility in the District.
- 1.3 Provides support for initiatives to facilitate curricular outcomes.
- 1.4 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.

2. Student Wellness

- 2.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.

3. Human Resources Management
 - 3.1 Supervises, evaluates and reviews the performance of the District Vice-Principal, Connect Ed.
4. Fiscal Responsibility
 - 4.1 Develops departmental budgets within the parameters and constraints of the Division budget.
 - 4.2 Makes recommendations to the Assistant Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.
 - 4.3 Operates in a fiscally prudent and responsible manner.
5. Policy/Administrative Procedures
 - 5.1 Ensures effective implementation of Board policies and administrative procedures within areas of assigned responsibility.
6. Organizational Management
 - 6.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.
 - 6.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
7. Communications and Community Relations
 - 7.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
 - 7.2 Fosters close ties and develops partnerships with community agencies.
 - 7.3 Ensures parents and staff have an acceptable level of satisfaction with the services provided within areas of responsibility.
 - 7.4 Responds effectively to concerns and conflicts.
8. District Principal/Assistant Superintendent Relations
 - 8.1 Establishes and maintains positive, professional working relations with the Assistant Superintendent.
 - 8.2 Provides the information the Assistant Superintendent requires to perform his role in an exemplary fashion.
 - 8.3 Implements Assistant Superintendent direction with integrity and in a timely fashion.
9. Leadership Practices
 - 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works in carrying out the Assistant Superintendent's expectations.
 - 9.2 Exhibits a high level of personal, professional and organizational integrity.

Reference: Sections 20, 85 School Act
School Regulation 265/89

Adopted: November 2019
Revised: