

## **Roles and Responsibilities of Educational Leaders**

### **School Principal**

#### **Promoting Public Education in the Louis Riel School Division**

As an agent of the Louis Riel School Division, and as the **Facilitator of respectful partnerships** between the home, the school and the community, the Principal

- Facilitates school-based decisions with student learning as paramount
- Implements provincial, divisional, and school policies and articulates them effectively to all members of the learning community
- Articulates provincial, divisional, and school programs to all members of the learning community
- Guides the school planning process to develop educational goals and objectives consistent with Board Priorities and related goals, and the needs of the school and its students
- Communicates appropriately to varied audiences about divisional and school planning priorities
- Collaborates appropriately with the parent organization and/or individual parents
- Collaborates appropriately with community and public agencies

#### **Promoting Student Learning**

As an **Instructional Leader**, and in collaboration with divisional colleagues, the Principal/Director

- Initiates and directs research-based change processes to support learning for all students
- Models commitment to educational practice based on research
- Promotes a learning community committed to inclusive and appropriate educational programming for all students
- Guides the school planning process to support the planning, development, implementation, evaluation and improvement of programs and instruction to meet student needs
- Collaborates with divisional colleagues to direct and organize student assessment, evaluation and reporting processes, and to implement all policies that support student learning

#### **Promoting Professional Practice**

As a **Supervisor and Mentor**, and acknowledging the multi-dimensional and contingent nature of leadership, the Principal/Director

- Models and guides the professional ethics, behaviour, knowledge and skills that support student learning, a collegial culture and a positive learning culture and climate
- Models the core attributes of emotional intelligence – self-awareness, self-regulation, social awareness and relationship management
- Applies understanding of varied leadership theories and practices to facilitate professional dialogue and the school planning process
- As appropriate, involves the Vice-Principal in administrative experiences that build leadership capacity in the school and the Division
- Uses divisional support services to guide and enhance the school team's professional practice through learning and in-service training
- Supervises and evaluates all school personnel consistent with divisional policy
- Actively pursues professional learning experiences that are relevant to the Principal role and the personal professional growth plan

## **Promoting the Development of Educational Culture & Climate**

As a **Visionary Leader** who promotes a safe, inviting and inclusive learning culture and climate, the Principal/Director

- Recognizes and assesses the impact of varied influences on culture and climate
- Identifies a cultural vision and focuses activity to effect progress toward the vision
- Presents a positive role model and promotes respect for alternative positive role models
- Guides structures and processes that support a safe and positive learning culture
- Communicates effectively about school events that enhance culture and climate
- Applies change management and problem-solving principles appropriately

## **Promoting Responsible Resource Management**

As a **Manager** of available school and division-based resources, the Principal/Director

- Guides the appropriate annual and long-term prioritization of budget and capital resources
- Implements processes for information management in collaboration with the Division
- Collaborates, as requested, with the Superintendent of School & CEO or Designate(s) to recruit, select, and place personnel, and to articulate staff assignments and responsibilities
- Attends to the managerial functions necessary to maintain the school facility, in accordance with stated Board policies, guidelines and procedures
- Strives to acquire skills for the use of technology to enhance managerial practice
- Responds effectively to critical incidents and emergencies
- Ensures appropriate documentation processes