

Roles and Responsibilities of Educational Leaders Vice-Principal

Promoting Public Education in the Louis Riel School Division

As an agent of the Louis Riel School Division, a **Facilitator of respectful partnerships** between the home, the school and the community, and under the direction of the Principal, the Vice-Principal assists to

- Facilitate school-based decisions with student learning as paramount
- Implement provincial, divisional, and school policies and articulates them effectively to all members of the learning community
- Articulate provincial, divisional, and school programs to all members of the learning community
- Use 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
- Communicate appropriately to varied audiences about divisional and school planning priorities
- Collaborate appropriately with the parent organization and/or individual parents
- Collaborate appropriately with community and public agencies

Promoting Student Learning

As an **Instructional Leader**, in collaboration with divisional colleagues, and under the direction of the Principal, the Vice-Principal assists to

- Initiate and direct research-based change processes to support learning for all students
- Model commitment to educational practice based on research
- Promote a learning community committed to inclusive and appropriate educational programming for all students
- Guide the school planning process to support the planning, development, implementation, evaluation and improvement of programs and instruction to meet student needs
- Collaborate 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**, acknowledging the multi-dimensional and contingent nature of leadership, and under the direction of the Principal, the Vice-Principal assists to

- Model and guide the professional ethics, behaviour, knowledge and skills that support student learning, a collegial culture and a positive learning culture and climate
- Model the core attributes of emotional intelligence – self-awareness, self-regulation, social awareness and relationship management
- Apply understanding of varied leadership theories and practices to facilitate professional dialogue and the school planning process
- Use divisional support services to guide and enhance the school team’s professional practice through learning and in-service training
- Supervise and evaluate all school personnel consistent with divisional policy
- Actively pursue professional learning experiences that are relevant to educational leadership 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, and under the direction of the Principal, the Vice-Principal assists to

- Recognize and assess the impact of varied influences on culture and climate
- Identify a cultural vision and focus activity to effect progress toward the vision
- Present a positive role model and promotes respect for alternative positive role models
- Guide structures and processes that support a safe and positive learning culture
- Communicate effectively about school events that enhance culture and climate
- Apply change management and problem-solving principles appropriately

Promoting Responsible Resource Management

As a **Manager** of available school and division-based resources, and under the direction of the Principal, the Vice-Principal assists to

- Guide the appropriate annual and long-term prioritization of budget and capital resources
- Implement processes for information management in collaboration with the Division
- Recruit, select, and place personnel, and to articulate staff assignments and responsibilities
- Attend to the managerial functions necessary to maintain the school facility, in accordance with stated Board policies, guidelines and procedures
- Use technology to enhance managerial practice
- Respond effectively to critical incidents
- Ensure appropriate documentation processes