



AP 2-101 – DUTIES OF SCHOOL PRINCIPALS

In carrying out his general duties and responsibilities the principal shall:

1. Keep the Superintendent fully advised as to the conditions and needs of the school, and submit such reports on pupil attendance, accidents, promotions, teacher leaves, and other matters as required by the Superintendent.
2. Hold regular staff meetings to discuss educational and administrative matters and to arrive at or explain administrative decisions.
3. Attend all meetings called by the Superintendent as well as meetings of the Board as requested.
4. Be on duty at the school prior to the beginning of the fall term and after the end of the school year to the extent necessary to ensure effective and orderly opening and closing of the school year.
5. Be responsible for the proper registration and transfer of pupils and for the maintenance of up-to-date cumulative records.
6. Be responsible for the organization, co-ordination and evaluation of all student activities and the funds collected and spent by student groups within his duties.
7. Arrange for substitute teachers where required and instruct such substitutes as to their duties.
8. Develop, with assistance from the Superintendent, a year-end document outlining yearly objectives for his school and indicating all additions, deletions and modifications in instructional programs and courses of study for the coming year.
9. Assist in the selection of the staff for the school in cooperation with the Superintendent and the Board.
10. Be responsible for the proper administration and supervision of all testing and examinations, and for the preparation and submission of necessary reports to the Superintendent and Manitoba Education.
11. Organize and supervise in-school attendance and discipline policies within the limits of Board policy, Administrative Procedure and accepted practices.
12. Assist in the preparation of the annual budget in areas relating directly to the school in accordance with the timetable established by the division office and administer the yearly budget in accordance with Board policy and Administrative Procedure.
13. Submit in April of each year a list of items requiring maintenance work over the summer vacation and at all other times keep the Supervisor of Operations informed of items requiring maintenance work.



14. Establish appropriate procedures for the inventory of all building, textbooks, materials, and equipment.
15. Cooperate with the Secretary-Treasurer in the review and allocation of building use requests by non-school users.
16. Ensure that all year-end obligations of staff and students are adequately met.
17. Be responsible for taking all reasonable precautions to safeguard the health and general well-being of the staff and students.
18. Make provisions for the supervision of the school, playgrounds, school bus loading and unloading zones, and field trips pertaining to the school in accordance with approved practices and Board policies.
19. Inspect school buildings and grounds to detect any hazards and ensure that if any hazards are so detected students are reasonably protected and the hazards removed.
20. Be responsible for the organization of school patrols according to the needs of the school and regulations applicable to such patrols.
21. Be responsible to ensure that all rules and regulations with respect to fire prevention and safety are carried out and that all personnel are familiar with instructions relating to fire alarms, fire drills and fire extinguishers.
22. Keep the staff and the students informed of changes in regulations, policies, protocols, and procedures.
23. Endeavor, by means of notices, newsletters, meetings and other communications techniques, to ensure that parents are kept informed with respect to student achievement and behavior, school programs, administrative practices, and other details of importance to parents.
24. Work cooperatively with other administrative, teaching and non-teaching staff towards the attainment of Divisional goals.
25. Prepare a calendar of school programs and activities for coordination with the needs of the other schools.
26. Develop appropriate handbooks for teachers, substitute teachers, student teachers and parents.
27. Develop and maintain a positive communications system with the teaching staff, parents, students, administrators, School Board, Manitoba Education, and the public generally, such that all persons feel welcome to discuss policies or problems in an open manner.
28. Cooperate with the Superintendent in carrying out the evaluation policies of the Division in respect to personnel.



29. Cooperate in the placement of student teachers and be responsible for their scheduling.
30. Be responsible for the instruction and evaluation of all volunteers, educational assistants, secretaries, Learning Resource Centre staff, other staff employed in the school and, in cooperation with the supervisor of operations, for the instruction and evaluation of custodial and maintenance staff.
31. Keep informed of current practices and techniques relating to the principalship by attendance at administrative meetings and conferences and through continued personal and/or professional study.
32. Cooperate with the Superintendent in the analysis of population trends, curriculum shifts, socio-economic conditions, community attitudes towards schools, and other such facts in order that appropriate planning may be done to ensure a worthy and progressive educational system.
33. Develop appropriate job descriptions for vice-principals, secretaries, and any other personnel who would benefit from a clarification of their role and the expectations of the school.
34. Supervise the teaching staff in the development, implementation, modification and selection of curriculum and curriculum materials, and keep the Superintendent informed of any major modifications in or substitution of approved courses.
35. Take an active role in the selection, planning, and implementation of professional development activities for the teaching staff in cooperation with the joint Western Teachers' Association – Western School Division professional development committee.
36. Develop and support a high degree of student morale through curricular and extra-curricular activities and services and information to students such that the school facility is an attractive, pleasant and productive place in which to work and learn.
37. Promote strong instructional leadership, which supports the development, implementation, and evaluation of programming and instruction to meet student needs.
38. Promote and direct a school culture committed to inclusive and appropriate educational programming for all students consistent with the Public Schools Amendment Act (Appropriate Educational Programming) S.M. 2004, c.9.

Adopted: January 27, 2003

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