



## AP 2-100 – SCHOOL ADMINISTRATION

The Principal is the chief instructional leader in the school, working collaboratively with fellow members of the Administration Council, and reporting to the Superintendent of Schools.

The Principal is responsible within the framework of Administrative Procedures, Board Policies, Public Schools Act, the Education Administration Act and other relevant legislation, for the organization and supervision of their school, to create optimal learning conditions so that students may find their school to be a safe, attractive, and productive place in which to work, learn and grow. The Principal of each school actively supports the policies, procedures, initiatives and direction of Western School Division.

The Vice-Principal works in collaboration with members of the Administration Council, and reports to the Principal.

Due to the varying amounts of time assigned for Vice-Principals it is recognized that not all Vice-Principals' roles will be the same. The role of the Vice-Principal shall be administrative in nature. The Principal and Vice-Principal form an administrative team sharing the administrative responsibilities.

The specific duties of the Vice-Principal shall be determined each year in consultation with the Principal. It is expected that Vice-Principals will be exposed to all aspects of school administration. Based on this premise the Vice-Principal will help the Principal carry out the duties and responsibilities as outlined in their respective job descriptions.

The Principal and Vice-Principal are appointed by the Board, on the recommendation of the Superintendent of Schools. When vacancies occur, they are advertised internally and externally.