

## **PRINCIPAL AND VICE-PRINCIPAL POLICY**

### **Preamble**

The Board appoints a Principal and a Vice-Principal to manage Maria Montessori Academy under the general supervision of the Board of Directors and in accordance with the School Act/ Independent School Act and the policies of the Board. To assist and direct the administration in the performance of their duties, the following policy is intended to guide their practices.

### **Policy**

The Principal and Vice-Principal are expected to develop and sustain a learning culture and climate linked to student learning and achievement. As such, they must accept responsibility for directing, guiding and coordinating the educational program, and managing the implementation of provincial legislation, provincial and Board policies, and parent and community expectations at the school.

### **Policy Objective**

To clarify the Principal/Vice-Principal roles and responsibilities as educational leaders and managers at Maria Montessori Academy.

### **Administrative Procedures**

As specifically laid out in the roles and responsibilities chart, the Principal/Vice-Principal shall be expected to:

1. guide the development and implementation of shared values, vision, and goals to support learning and achievement for all students;
2. design and staff an organizational structure, which will ensure that educational and administrative functions are carried out effectively and efficiently;
3. develop school plans for student achievement, which will address present and future educational needs of the school/program;
4. provide leadership and foster conditions which will lead to the improvement of the educational program, the efficient use of resources, and the effective performance of personnel;
5. supervise all aspects of the school's operation (educational, financial and facilities) and keep the Board of Directors informed;

6. be knowledgeable and provide guidance regarding current curricula, instructional and assessment practices and their impact on student learning and achievement;
7. build and support positive and effective working relationships within the school and community;
8. support and advise the school's Parent Group;
9. be knowledgeable of the School Act, its Regulations and Ministerial Orders, and perform all duties specified therein;
10. liaise with those community agencies that support the needs of children;
11. develop specific procedures for the implementation of Board policies;
12. carry out such specific responsibilities as may from time to time be delegated by the Board.

\*It is understood that the roles and responsibilities chart is a living document, and responsibilities may be changed between the two positions at the discretion of the principal.