



Section: **Roles and Responsibility**
Policy #: **1800**
Policy: **Role of Principal**

Date Approved: May 1992
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February 2004

Purpose

Because the Catholic school Principal is the central figure within the school responsible for each and every child as well as each and every teacher, the Principal must be a person of strong faith, excellent character, educational competence and experience, having the ability to lead adults and to inspire students by word and example.

Policy

The Principal is hired by the Catholic Independent School of Nelson Diocese as an educational expert and is responsible for:

- a) **Day to Day Administration of the School**
The Principal is responsible for administering the school in accordance with policy established by Council. The Principal will ensure that good order is maintained, that safe practices are followed and that there is adequate supervision of students at all times. The Principal is responsible for all school-sponsored activities in which students participate.
- b) **Academic Programme**
The Principal will ensure that a sound academic programme is developed suitable to the students served by the school and that the development and implementation of curricula are in accordance with the Independent Schools Support Act, unless otherwise instructed by the Society.
- c) **Religion Programme and Christian Community**
Under the guidance of and co-operation with the Pastor, and in accordance with Diocesan policy, the Principal will ensure that the Catholic Faith perspective permeates the total curriculum, fosters high quality religious instruction within the school and endeavours to create the climate in which the Catholic school can flourish as a true Christian community.
- d) **Programmes of Service to the Parish Community**
Realizing that the school is part of the parish(es), the Principal will, together with the Pastor(s), develop programmes to aid in the integration of the school and its students into parish life. These programmes should include prayer, community service, liturgy and other activities directed toward development of Catholic community.

- e) **Development of Teaching Staff**
The Principal will work with each and every staff member to help them develop professionally as Catholic teachers. The Principal will initiate in-service programmes and follow a routine of observation, supervision and evaluation of all teachers in the school.
- f) **Implementation of Council Policies**
The Principal is responsible for the implementation of all Council policies affecting the Principal's sphere of influence and responsibility. New policies desired by the Principal must be approved by Council before implementation.
- g) **Tone and Discipline of the School**
The Principal as leader of the staff will, with their co-operation, maintain the good order necessary to a well-run school. The Principal will deal with all discipline problems in a just and fair manner according to school policy. The Principal will also ensure that classroom discipline is fair and consistent from one classroom to another.
- h) **Public Relations**
The Principal will ensure that there is an efficient, effective programme of communication with parents regarding achievement, marks, discipline, calendar of events, proposed activities, meetings and extra curricular events. The Principal will endeavour to foster good relations with neighbours, local public schools, public services and any members of the community having contact with the school.
- i) **Government Forms**
The Principal will ensure that all government forms pertaining to the academic aspects of the school are filled out accurately and promptly, that copies in duplicate are sent to the office of the Society for forwarding to the government (unless the Society has permitted such forms to go directly), and that all academic requirements necessary to government funding are fulfilled (unless otherwise directed by the Society.)
- j) **Budget**
The Principal will ensure that any requests for items to be included in the budget are forwarded to Council, normally at the time of preparation of the annual budget. The Principal will also ensure that any expenses incurred by the Principal or staff are within their jurisdiction and established budget guidelines.
- k) **Planning**
The Principal will develop and submit to Council long range plans outlining programmes for the development of curricula, staffing facilities and any other areas pertaining to the proper development of the school.

- l) General
The Principal is expected to act in a manner consistent with the school's philosophy, and to exercise good judgement when called upon to deal with matters not normally foreseen.
- m) Employee Signing Contracts
Prior to all employee contracts being signed, if administration is aware that the employee may be requesting a release from contract in the upcoming year, the School Council Chairperson and Pastor will be so informed before the contract is signed. The employee will be informed in writing that he/she might not be released from contract.