



## KENORA CATHOLIC DISTRICT SCHOOL BOARD

### 400 Personnel and Staff Relations Procedures

#### AP 418: Role of the Principal

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The Director of Education has developed this administrative procedure to establish guidelines that outline the reporting relationship, duties, and performance responsibilities for the important leadership position of school principal.

#### 1. Reporting Relationship

- 1.1 The principal reports to the Superintendent of Instructional Services, the designate of the director.
- 1.2 The principal supervises and evaluates all staff members in the school and reports on their performance to the Superintendent of Instructional Services.
- 1.3 The principal works collaboratively with students, parents, teachers and other school-based staff members, system resource personnel, the school council, community members, fellow administrators and system administrators.

#### 2. Primary Responsibilities

- 2.1 The principal is responsible for performing all of the duties set out in Section 265 of the *Education Act*.
- 2.2 The principal is responsible for performing all of the duties set out in Section 11 of *Ontario Regulation 298*.
- 2.3 While all of the duties in the legislation noted above are important, three specific responsibilities are addressed in more detail here because of their important connections with school and system goals, including the implementation of the strategic plan for The Kenora Catholic District School Board.

- 2.3.1 Section 11 in *Ontario Regulation 298* refers to the principal’s responsibilities with regard to developing school improvement plans, based on the Education Quality and Accountability Office’s reports on the results of tests of students, and the communication of those plans to the school council and wider community.
  - 2.3.1.1 The principal must also consider a variety of quantitative and qualitative assessments of student achievement provided by teachers and resource personnel. When developing the school improvement plan, the principal must seek the input of all staff members and consider staff recommendations to enhance the program, instruction, student evaluation and the learning environment in the school.
- 2.3.2 Section 11 sets out the principal’s responsibilities to develop a local code of conduct established under the *Education Act*, specifically under Part XIII—Behaviour, Discipline and Safety. Part XIII of the *Education Act* also describes in detail the principal’s duty to ensure the safety of students and staff members in the school, together with the procedures that support this goal.
- 2.3.3 Section 11 refers to the principal’s duty to conduct teacher performance appraisals using the system set out in Part X.2 of the *Education Act*. Part X.2 describes in detail the principal’s responsibilities to ensure that students receive the benefit of an education system staffed by teachers who are performing their duties satisfactorily. The principal also has a duty under this legislation to promote the professional growth of teachers.
  - 2.3.3.1 As noted in Section 1.2 and in administrative procedure 412 Performance Appraisal, the principal is responsible for the supervision and evaluation of the performance of all staff members in the school. The appraisal system is a key method of providing professional growth for all staff members.
- 2.4 The principal is also responsible for duties assigned to the principal by the Director of Education\or designate(s).
- 2.5 It is important to note that the principal’s duties as set out in Section 265 of the *Education Act* are in addition to the principal’s duties as a teacher.

### **3. Leadership in the School and System**

- 3.1** The principal's role is of vital importance in providing leadership in the school, school community and in the system as a whole.
- 3.2** The principal's duties have a direct connection with the following areas of responsibility for the Director of Education:
- 3.2.1 student welfare;
  - 3.2.2 educational leadership;
  - 3.2.3 fiscal responsibility;
  - 3.2.4 organizational management;
  - 3.2.5 strategic planning;
  - 3.2.6 personnel management;
  - 3.2.7 implementation and review of administrative procedures;
  - 3.2.8 communications and community relations;
  - 3.2.9 student, staff and district recognition; and
  - 3.2.10 system leadership.

### **4. Evaluation**

The principal's performance is evaluated by the Superintendent of Instructional Services.

#### **Legal References:**

Education Act S. 265 Duties of Principal; Part X.2—Teacher Performance Appraisal;  
Part XIII—Behaviour, Discipline and Safety  
Ontario Regulation 298 S. 11 Duties of Principals

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