

Sooke School District (SD62)

Principal Job Description

PROGRAM

Adjacent to Victoria on southern Vancouver Island, School District 62 (Sooke) is the fastest growing school district on Vancouver Island and one of the fastest growing districts in British Columbia. The District is in the Capital Regional District and operates in five municipalities: Langford, Colwood, Metchosin, Sooke and the Highlands. The operating budget for the District is in excess of \$115 million, with a student population of over 11,000.

PURPOSE OF POSITION

The Board views the principalship as the key position of school leadership and encourages its administrative personnel to engage in an ongoing professional improvement effort. The principal is responsible, subject to statutory requirements and provincial and local Board policies, for the administration of the school and for the supervision of its programs, personnel, students and facilities. The primary task of the principal is to direct the operations of the school in a manner which will promote optimum student learning. In an effort to achieve this, the principal develops and maintains the school as a purposeful organization, in a manner consistent with local and provincial guidelines and with principles of good management, effective communication and sound interpersonal relations. The principal oversees the achievement of the school's goals and priorities and ensures that these are modified and further developed and appropriate. The principal also has a significant responsibility for school-level administration of Board policies and for communication with the public, with staff and with students in a manner which has a positive effect on the work of the Board and its staff.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Within the broad area of responsibility, the principal carries out many specific tasks, some of which are identified within the following three categories:

A. Developing and Maintaining the Educational Program

1. Ensures that the school's program operates within local and provincial guidelines and, where applicable, develops education goals and priorities for the school.
2. Monitors, evaluates and modifies these programs, goals and priorities as appropriate.
3. Oversees the adaption of the school's instructional program to meet local needs.
4. Develops and administers a school-based effectiveness to be monitored.

B. Working with Individuals and Groups

To ensure that the work of the school is carried out within a positive, healthy setting, the principal gives particular attention to interpersonal relations and planning and decision making processes. He/she recognizes that school personnel and students spend a significant portion of their time in schools, and seeks to make that a worthwhile experience.

1. School Personnel

- a. Designates the specific duties of teaching staff.
- b. Supervises the work of teachers and support staff, offering constructive feedback, encouragement and consultative assistance and making written evaluations as appropriate.
- c. Involves staff appropriately and meaningfully in planning and decision-making.
- d. Ensures open communication and endeavours to ensure that staff members are kept fully and accurately informed of school and district activities.

2. Students
 - a. Ensures the development of guidelines for student behavior, and ensures that an acceptable level of behavior is maintained in a manner which fosters a positive school climate and positive relationships.
 - b. Ensures that students are accurately advised regarding programs and are provided with necessary and available support services (assessment, counselling, health, etc.).
 - c. Oversees the development and maintenance of an appropriate extra-curricular activities program.
 3. Parents and the Larger Community
 - a. Ensures that relevant information about the school and its programs, services and activities is readily available to parents and the community.
 - b. Ensures that the liaison with parents and community is carried out in a manner which is likely to foster sound school-community relations.
 - c. Makes provision for meaningful and appropriate parent involvement in school planning and decision-making.
 4. District Personnel and Outside Agencies
 - a. Handles requests for information and assistance as promptly and effectively as possible.
 - b. Maintains close communication with District Staff and ensures that the Superintendent of Schools is kept informed concerning the operation of the school.
- C. Operating and Managing the School
1. Facilities Management
 - i. Ensures, as far as possible, that the school's buildings and grounds are safe, attractive, functional and well-maintained.
 2. Management of Equipment, Materials and Supplies
 - . Ensures that equipment is inventoried on receipt, properly stored and kept in good order.
 - i. Orders necessary materials and supplies.
 - ii. Endeavours to ensure that the school is functionally well equipped, within the constraints of available funds and facilities.
 3. Fiscal Management
 - . Prepares budget submissions as requested by the Board's Executive Officers.
 - i. Develops and administers, within District guidelines, an annual operating budget for the school.
 - ii. Ensure accurate recording and safe custody of all public and non-public funds handled by the school.
 4. Operations Management
 - . Establishes routines which ensure that priority is given to the instructional program.
 - i. Ensures that records and files are accurate, current, and secure.
 - ii. Establishes routines and practices which ensure the safety of students and staff.
 - iii. Carries out statutory requirements (S.A 20, Regs. 5) and such other duties as may be assigned by the Superintendent of Schools.

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