School administrators include principals and vice-principals. The principal is accountable to the superintendent and is delegated commensurate authority to carry out his/her duties. Vice-principals report directly to the school principal. Specific duties and responsibilities of school administrators are listed below.

(1) **Leadership**

(a) The school administrator, in consultation with staff, establishes goals and directions for the school and leads staff to work cooperatively toward the achievement of these goals and directions.

(b) The school administrator fosters a professional learning community.

(c) The school administrator ensures that the school’s educational direction is consistent with and in harmony with the divisional goals and directions.

(d) The school administrator works toward participatory decision-making involving all staff.

(e) The school administrator strives toward developing an environment and climate that fosters student growth and academic excellence.

(2) **Management**

(a) The school administrator is responsible for the deployment of staff and resources effectively and efficiently as appropriate to the school and the learning of all students.

(b) The school administrator is responsible for the evaluation of student performance and the clear communication of such information according to established and known criteria.

(c) The school administrator is responsible for a non-threatening and safe environment for all students and staff in school and/or at school related functions.

(d) The school administrator is responsible for the overall maintenance of the school grounds and school buildings.

(e) The school administrator monitors all activities at the school and keeps records according to divisional requirements.

(f) The school administrator maintains a budget and is responsible for all expenditures of school and base budget funds.
(g) The school administrator submits, as required, all necessary reports to the superintendent’s department in a timely fashion.

(h) The school administrator, in cooperation with staff, develops policies for and effectively manages student discipline.

(3) **Personnel**

(a) The school administrator supervises and assesses the performance of staff fairly and effectively, providing formative and summative assessment of staff performance as directed by the superintendent.

(b) The school administrator, under the direction of the assistant superintendent of human resources, assists in staff recruitment, selection and induction.

(c) The school administrator strives toward harmonious working relationships with and among staff members.

(d) The school administrator encourages and supports professional development for all employee groups.

(4) **Curriculum/Programs/Services**

(a) The school administrator, under the direction of the assistant superintendents, takes responsibility for implementation, supervision, coordination, and evaluation of all programs and services offered to the students.

(5) **Communication**

(a) The school administrator provides for effective communication and interaction with staff, students, parents, community and the superintendent’s department.

(b) The school administrator strives to have all communication promote the understanding of educational goals to staff, students, parents and community.
(6) **Divisional Role**

(a) The school administrator articulates divisional goals and policies as appropriate to staff, students, parents and community.

(b) The school administrator participates in divisional decision-making and in the formulation of divisional practices and procedures.

(c) The school administrator takes a divisional leadership role in program and services implementation and development as appropriate.

(7) **Professionalism**

(a) The school administrator actively pursues personal professional growth.

(b) The school administrator supports and encourages the development of leadership capacity for all teachers.

(c) The school administrator supports the development of teacher candidates (i.e., student teachers).