
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	GCAD
Policy Title:	School Principals
Cross Reference:	GC, GCNN
Legal Reference:	<i>Education Act, Certification of Teachers and Teacher Leaders Regulation, School Councils Regulation</i>
Adoption Date:	February 26, 1997
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL APPOINT OR DESIGNATE A TEACHER TO BE PRINCIPAL FOR EACH SCHOOL AND ACT AS THE INSTRUCTIONAL AND ADMINISTRATIVE LEADER FOR THAT SCHOOL.

GUIDELINES

1. The principal shall hold a leadership certificate prescribed by the Education Act and Alberta Certification of Teachers and Teacher Leaders Regulation.
2. Colony schools shall have one individual who acts as the principal of all colony schools.

REGULATIONS

1. The responsibility and authority for the selection and appointment of principals shall rest with the Superintendent.
 - 1.1. The principal reports directly to the Superintendent.
 - 1.2. Responsibility for evaluation of the principal shall rest with the Superintendent.
2. Notwithstanding the above; the superintendent shall
 - 2.1. notify the Board of all principal vacancies;
 - 2.2. create a profile for the vacant position that includes consultation of school council and staff;
 - 2.3. strike an interview committee;
 - 2.3.1. The interview committee shall consist of the Superintendent, at least one Associate Superintendent, and a trustee if available.
 - 2.4. notify trustees prior to public announcements regarding principal appointments; and
 - 2.5. notwithstanding the above, the Superintendent is authorized to appoint an “acting principal” to fill short term (not more than one year) vacancies.
3. Principal appointments shall be term specific in accordance with applicable collective agreements and or legislation.
4. The principal shall fulfill the requirements set forth in the *Education Act* namely:

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- 4.1. provide instructional leadership in the school;
 - 4.2. provide a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
 - 4.3. ensure that the instruction provided by the teachers employed in the school is consistent with the courses and programs of study prescribed, approved or authorized pursuant to this Act;
 - 4.4. evaluate or provide for the evaluation of programs offered in the school;
 - 4.5. ensure that students in the school have the opportunity to meet the standards of education set by the Minister;
 - 4.6. direct the management of the school;
 - 4.7. maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the board;
 - 4.8. promote co-operation between the school and the community that it serves;
 - 4.9. supervise the evaluation and advancement of students;
 - 4.10. evaluate the teachers employed in the school; and
 - 4.11. subject to any applicable collective agreement and the principal's contract of employment, carry out the duties that are assigned to the principal by the board in accordance with the regulations and the requirements of the school council regulation and the board.
5. The principal shall provide the school council with an opportunity to provide advice on the development of the school's:
 - 5.1. foundation statements,
 - 5.2. policies,
 - 5.3. annual education plan,
 - 5.4. annual results report, and
 - 5.5. budget.
 6. The principal shall provide the school council with
 - 6.1. the results for the school from provincial assessments and an interpretation of those results,
 - 6.2. the same information that the board disseminates to students, parents or electors,
 - 6.3. free and full access to timely and accurate information that is publicly available.