

# SCHOOL-BASED ADMINISTRATION

## Background

The Division values and supports the key roles of school-based administrators. The leadership provided by principals and vice principals is essential to the successful operation of the schools in the Division.

## Procedures

### 1. Goals – General

In general, the purpose of administration at the school level is to create an educational environment which supports and enhances the educational program. This, the Division believes, can be accomplished through school administration which:

- 1.1 Fulfills the responsibilities and duties which are outlined specifically under Section 175 of the Education Act.
- 1.2 Establishes and promotes a shared vision for the education of the students, through consultation with Division Office, parents, community leaders, students and staff.
- 1.3 Establishes and promotes open communication between the school, the public, parents, community leaders and other communities within the Division.
- 1.4 Establishes and promotes sound internal communication with the school staff, students, parents and the Division Office.
- 1.5 Supervises and develops the staff and school facilities in accordance with legislation, Division procedures, School Community Council policy and sound management practices.
- 1.6 Provides and promotes leadership in program and professional development relevant to Northern Saskatchewan.
- 1.7 Provides active leadership in encouraging the teaching staff to grow professionally.
- 1.8 Provides leadership at both the Division and school level, in the formulation and execution of the Continuous Improvement Planning and Reporting Template.

### 2. Goals – Operational

The operational goals of school-based administration include the following:

- 2.1 Develop a process of school policy development which includes the School Community Council, teachers, students (where possible) and parents. Such

policy as may be developed will be consistent with the educational goals and philosophy of the Division.

- 2.2 Execute within Division policy guidelines and local school policy as developed:
  - 2.2.1 Define and establish administrative procedures conducive to a positive educational climate;
  - 2.2.2 Provide general direction to professional and other staff with respect to program development, program modification and program implementation;
  - 2.2.3 Provide general supervision over all activities of the school to ensure efficient and effective management of financial and human resources.
- 2.3 Define and establish an administrative organization which is suitable for effective delivery of educational service in the school.
- 2.4 Will, in collaboration with staff, School Community Council, parents and students (where possible), establish and communicate:
  - 2.4.1 Clear expectations for a behaviour/discipline and attendance protocol in a school-based policy handbook;
  - 2.4.2 A school-based Learning Improvement Plan.
3. In determining staff to meet program needs, the Principal shall:
  - 3.1 Survey his/her staff regarding teacher intent for the following year and communicate this information to the Superintendent of Education;
  - 3.2 Make recommendations to the Superintendent of Education regarding special qualifications of staff required to fill vacancies in his/her school.

#### 4. Duties of the Vice Principal

The duties and responsibilities of vice principals are determined by the Principal in consultation with the Superintendent of Education, and the vice principal.

Reference: Sections 85, 87, 108, 109, 174, 175 Education Act