

The Principal is the educational and administrative leader of the school. *The Education Administration Act*, Regulation E10, 468/88R, Section 28(1) states:

“Subject to The Public Schools Act and instructions of the school board, the principal is in charge of the school in respect of all matters of organization, management, instruction and discipline.”

The Principal is appointed by the Chief Superintendent and reports to the Area Superintendent.

Duties and responsibilities of Principals are covered in the accompanying regulation.

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| Adopted September 1, 2009 | | |
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DUTIES AND RESPONSIBILITIES

The Principal's specific duties and responsibilities are outlined below. While some duties may be delegated to other staff, the overall responsibility for all aspects of the school operation is the Principal's. This responsibility cannot be delegated.

1. Students

The Principal shall:

- a. submit reports on pupil attendance, assessments, promotion/placements and other required matters,
- b. be responsible for the proper registration of pupils and for the maintenance of up-to-date student records. The Principal is responsible for ensuring that student records are forwarded when the student transfers to another school in the system, and filed when the student transfers out of the system,
- c. be responsible for activities conducted by the student organizations of the school, provided that such activities are sponsored by the school staff and the Principal,
- d. be responsible for the administration of the system of accounting for all monies from student activities, including fees and fines, or from other funds belonging to the school or to the student body; and be responsible for safekeeping of all such monies belonging to the school,
- e. report to the Area Superintendent unusual occurrences and irregularities, especially those related to the conduct of students, truancy, and attendance,
- f. be responsible for the conduct and safety of students while they are being transported to and from school (Policy G.3.A. - Student Transportation - Safety).

2. Staff

The Principal shall:

- a. supervise and direct all staff,
- b. ensure all policies and procedures are followed,
- c. ensure evaluations are completed on the performance of each member of his/her staff and shall forward reports to the Area Superintendent and the Division Office,
- d. hold regular staff meetings for the purpose of discussing educational and administrative matters,
- e. attend meetings called by the Area or Chief Superintendent,
- f. be available during the week following the school year,
- g. be present and in the school at least one week prior to school opening for the new school year in accordance with the requirements of the Division and Manitoba Education,

- h. report to the Area Superintendent unusual occurrences and irregularities, especially those related to the conduct of staff, truancy, and attendance,
- i. in consultation with the Area Superintendent, appoint an acting Principal, whose appointment will be confirmed by the Chief Superintendent in writing,
- j. ensure that a safe, orderly and supervised noon-hour lunch is provided for students,
- k. utilize a flexible approach to scheduling their own lunch break prior to or following the lunch period for students,
- l. ensure supervision for students as they arrive and leave school, during bus-loading, lunch and recess periods.

3. Risk Management

The Principal shall:

- a. keep the Area Superintendent fully advised as to the conditions and needs of the school,
- b. be responsible for taking all reasonable precautions to safeguard the health and general well-being of the staff and students in the school,
- c. inspect, either personally or through delegation, school buildings and grounds to see that they are free from hazards which might cause accidents and notify the appropriate authorities of any conditions which need to be remedied,
- d. ensure that legislation and regulations with respect to fire prevention and safety are complied with and that all personnel are familiar with instructions related to fire alarms, fire drills and fire extinguishers, and ensure First Aid kits are provided,
- e. ensure compliance with *The Workplace Safety and Health Act*, Division policy and the requirements outlined in the "Frontier School Division Workplace Safety and Health Program" manual.

4. Planning Requirements

The Principal shall:

- a. prepare, implement and submit school plans and reports, in consultation with staff, school committee and community, as required by the Division and Manitoba Education,
- b. based upon requirements in local Education Agreements, seek input from the local Chief and Council (or their representative) regarding the school plan,
- c. based upon requirements in local Education Agreements, provide to the Chief and Council a year-end report on the school plan,
- d. establish a code of conduct and emergency response plan for the school and review the code and plan annually, in consultation with the school committee. (*The Public Schools Act*, 47.1 (1), (2) and (3),
- e. ensure that Manitoba Education requirements on instruction times are met within school and classroom timetables.

5. School Committee

The Principal shall:

- a. communicate openly and proactively with the school committee and function as a member of a school/school committee team,
- b. assist with training, development, and capacity building for the committee,
- c. support and profile roles and responsibilities of the committee within the community and the school,
- d. meet regularly with the local school committee and provide reports as required.

6. Area Advisory Committee

The Principal shall:

- a. meet, at least annually, with the Area Advisory Committee.

Information: [The Education Administration Act, Regulation E10, 468/88R](#), Section 28(1)
[The Public Schools Act, Section 47.1\(1\)-\(3\)](#)
[Manitoba Education, Information for Administrators](#)

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