

Job Description for School Principals in Pembina Trails School Division

A companion document for Policy CFA

An abridged and edited summary of the [Professional Growth Model](#)\*

With appreciation to Louis Riel SD for elements of the summary

Creating and Promoting, an Effective Learning Climate and Community

As a visionary leader who promotes a safe, inviting, and inclusive school community, the Principal

- Recognizes and assesses the impact of varied influences on climate and community
- Identifies a school vision and focuses activities to effect progress towards the vision
- Presents a positive role model and promotes safety and respect for all
- Guides structures and processes that support a safe, inclusive, and positive learning climate and community
- Applies change management and problem-solving principles appropriately
- Guides structures and processes that build collective efficacy on effective practice
- Guides structures and processes that support the well-being of students and staff members.

Promoting Student Learning

As an instructional leader, and in collaboration with divisional colleagues, the Principal

- Initiates and directs a research-based, data-informed, change process to support learning for all students
- Models commitment to educational practice based on research and regard for multiple sources of data to be highly aware of the impact of our collective and individual practice
- Promotes a learning community committed to inclusive and appropriate educational programming for all students
- Guides the school planning process to support the planning, development, implementation, evaluation, and improvement of programs and instruction to meet all student needs
- Collaborates with divisional colleagues to direct and organize student assessment, evaluation, attention to student learning data and reporting processes, and to implement all policies that support student learning

\*See pp 67-70 in the Pembina Trails PGM for complete set of Professional Standards for Administrators

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
			1 of 2

### Promoting Professional Practice

As a supervisor and mentor, and acknowledging the multi-dimensional and contingent nature of leadership, the Principal

- Models and guides the professional ethics, behaviour, knowledge and skills that support student learning, a collegial culture, and positive learning climate
- Models the core attributes of emotional intelligence – self awareness, self regulation, social awareness, and relationship management
- Applies understanding of varied leadership theories and practices to facilitate professional dialogue and the school planning process
- As appropriate, involves others in experiences that build leadership capacity in the school and the Division
- Demonstrates an awareness of the importance of nurturing the professional development of Vice-Principals as future Principals
- Supervises and evaluates all school personnel consistent with divisional policies
- Actively pursues professional learning experiences that are relevant to the Principal role, the personal professional growth plan, and aligned with the Board's Three Expectations for Student Learning

### Promoting Public Education

As a leader in Pembina Trails School Division, and as the Facilitator of respectful relationships within the environments of the home, school, school board, and the community, the Principal

- Facilitates school-based decisions with student learning as the foundation
- Articulates and implements provincial, divisional, and school policies and articulates them effectively to all members of the learning community
- Guides the school planning process to develop educational goals and objectives consistent with school board priorities and related goals, and the needs of the school and its students
- Communicates appropriately to varied audiences about divisional and school planning priorities
- Collaborates appropriately with the parent organization and/or individual parents/guardians
- Collaborates appropriately with community and public agencies

### Promoting Responsible Resource Management

As a Manager of available school and division-based resources, the Principal

- Guides the appropriate annual and long-term prioritization of budget and capital resources
- Implements processes and information in collaboration with the Division
- Collaborates, as requested, with the Superintendent of Education/CEO or Designate(s) to recruit, select, and place personnel, and to articulate staff assignments and responsibilities with stated Board policies, guidelines, and procedures
- Strives to acquire skills for the use of learning and informational technologies to enhance managerial and instructional practice
- Responds effectively to critical incidents and emergencies
- Ensures appropriate documentation and protection of financial and privacy processes

— *Accomplish Anything* —

Adopted	Reviewed	Revised	Page
			2 of 2