

## ROLE OF THE DIVISION PRINCIPAL

### Background

As a member of the Christ-Centred Learning Community (CCLC) group of principals, the Division Principal reports directly to the Superintendent. The Division Principal's primary role is to provide division-wide services for principals in areas that require consistently coordinated supports. These include Occupational Health and Safety, Critical Incident and Emergency Response Planning, Student Operational Service (SOS) Supports, and specific areas within Human Resources and Learning Services. The Division Principal will normally be selected from the CCLC principal group on a term basis. Through supporting the work of principals in various capacities, it is anticipated that the Division Principal will enhance the impact of CCLC at each of our school communities.

### Procedures

1. In support of Occupational Health and Safety, the Division Principal will:
  - 1.1 maintain a current awareness of legislation and recommended practices that enhance the implementation of healthy and safe learning environments;
  - 1.2 ensure that schools have the capacity to address division requirements for occupational health and safety as outlined in the Division Administrative Procedures manual;
  - 1.3 conduct quarterly Division Occupational Health and Safety meetings dedicated to addressing the health and safety of school work-sites;
  
2. In support of Critical Incident and Emergency Response Planning, the Division Principal will:
  - 2.1 maintain a standardized program across the Division, based on the CSA Z1600 framework, the Incident Command System, and school emergency preparedness best practices;
  - 2.2 liaise with "first responders" to share emergency response information;
  - 2.3 establish a process to identify, assess, and prioritize risks for the Division and its schools / sites;
  - 2.4 sustain a standardized training program which aligns to the Plan, including scheduling a mandated number of exercises and drills to increase staff familiarity and to test plan effectiveness;
  - 2.5 maintain a response plan that functions as a standalone document and is subject to its own review and revision schedule.

3. In support of SOS Supports, the Division Principal will:
  - 3.1 assist school-based administration in resolving concerns regarding disciplinary interventions or the need for further supports in this area;
  - 3.2 oversee initiatives and grants in support of safe and caring, wellness, and nutrition programs.
  
4. In support of Human Resources and Leadership, the Division Principal will:
  - 4.1 conduct interviews to establish the substitute teacher list for the Division;
  - 4.2 assist with the coordination of vice-principal and principal recruitment;
  - 4.3 attend career fairs promoting the Division and its staffing needs;
  - 4.4 assist with the coordination of CCLC collaboration sessions as required;
  - 4.5 maintain the currency of student and staff strengths and provide professional development in this area as required.
  
5. In support of Learning Services, the Division Principal will:
  - 5.1 attend curriculum meetings as required;
  - 5.2 distribute community educational programming opportunities and materials to principals;
  - 5.3 liaise with the division lead teachers and the Division French Immersion Coordinator to further supports for schools;
  - 5.4 assist with the coordination of international student and home education programs;
  - 5.5 attend interagency meetings and organize the attendance of Division personnel as required;
  - 5.6 support the implementation of report cards;
  - 5.7 manage the budget and arrange for substitute teachers associated with Pedagogy Lead Professional Development;
  - 5.8 provide post-secondary supports for students and parents at the junior high level;
  - 5.9 coordinate communications and inquiries with respect to summer school;
  - 5.10 provide Pedagogy Lead professional development as required.
  
6. In support of the School Principal, the Division Principal will:
  - 6.1 provide support for the development of school-based annual and three-year education plans.

Implemented April 6, 2018