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

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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 polices, 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