

# SCHOOL DISTRICT NO. 48 (SEA TO SKY)

## ADMINISTRATIVE PROCEDURES SERIES 300 - ADMINISTRATION

AP 301 SENIOR ADMINISTRATIVE  
PERSONNEL

AP 301.1 Senior Management and  
District Organization

### AP 301.1.8 DISTRICT PRINCIPAL

1. **Immediate Supervisor:**  
Director of Instruction

2. **Core Responsibilities:**

The District Principal provides support to the Director of Instruction in carrying out Board of Education objectives, administering its policies, and providing leadership in educational administration and instructional practice in the district, to improve student achievement. The District Principal assumes responsibilities and duties of the Director of Instruction at his/her request.

3. **Details of Responsibilities**

- 3.01 Develops a knowledgeable group of administrators focused on instructional leadership.
- 3.02 Participates as a member of the District Management Committee and District Office Education Committee.
- 3.03 Under the direction of the Director of Instruction, provides leadership and support to ensure the successful operation of schools and the instructional programs in the district.
- 3.04 Acts on behalf of the Director of Instruction in his/her absence, as required by the Director of Instruction.
- 3.05 Establishes a continuing professional learning development program focused on these two instructional practices:
  - o Differentiated Instruction and
  - o Assessment *for/as/of* Learning.
- 3.06 Develops collaborative professional learning communities.
- 3.07 Provides for the successful implementation of specified curriculum initiatives.
- 3.08 Develops a knowledgeable group of administrators focused on instructional leadership.
- 3.09 Provides supervision and evaluation for all staff assigned who report directly to him/her.
- 3.10 Provides regular reports to the Director of Instruction about school district matters, as required.
- 3.11 Attends meetings as necessary and or as directed by the Director of Instruction.
- 3.12 Completes reports as directed by the Director of Instruction.
- 3.13 Conducts meetings with Principals and other district staff to ensure good communication and involvement of personnel in the implementation, coordination, and management of programs.

**AP 301.1.8 District Principal  
(cont'd.)**

- 3.14 Gives continuing attention to the promotion of good relations with staff, students, parents and the public at large. Acts as the Board's representative with these groups as required.
- 3.15 Acts as an educational resource to the Director of Instruction in staffing decisions.
- 3.16 Promotes at all times a high standard of professional leadership within the district.
- 3.17 Maintains contact with professional associations and promotes both educational and management training of District Education Office Staff.
- 3.18 Establishes personal professional goals and objectives to be reviewed annually with the Superintendent of Schools.
- 3.19 Works with staff developing successful change initiatives.
- 3.20 Works with the Director of Instruction to develop effective schools program.
- 3.21 Develops the educational vision for technology in the district.
- 3.22 Performs such other tasks as may be assigned by the Director of Instruction or required within the body or regulations of the School Act or any other Provincial or Federal statutes.
- 3.23 Performs other duties as assigned by the Superintendent or designate.

**4. Specific Tasks include:**

- 4.01 Oversees Professional Learning Program
- 4.02 Oversees Staff Development
- 4.03 Facilitate Differentiated Instruction and Assessment *for/as/of* Learning Workshops
- 4.04 Organize Curriculum implementation, Kindergarten to grade 12
- 4.05 Supervise District Coordinators
- 4.06 Write Ministry and District Reports including: District Achievement Contract, Organization of Classes Report, Superintendent Report, District Literacy Plan, Literacy Innovations Grant, Summer Learning Report
- 4.07 Prepares service plans, manages and authorizes budget areas
- 4.08 Manage District Student Achievement Data for reporting and program planning purposes
- 4.09 Oversee Summer Learning Program
- 4.10 Monitor Class Size and Configuration
- 4.11 Manage System Achievement Data Exchange (SADE)
- 4.12 Coordinate Proposed Local School Calendars
- 4.13 Oversee Education Leaves
- 4.14 Manage Foundations Skills Assessment (FSA) administration and marking
- 4.15 Oversee English as a Second Language (ESL), including English as a Second Dialect(ESD)
- 4.16 Makes presentations to Board and other education partners
- 4.17 Performs District Coordinator: Enrichment and Gifted
- 4.18 Write grant applications
- 4.19 Plans district events