ROLE OF THE VICE-PRINCIPAL

Belief

The Division expects the Vice-Principal to assist the Principal by supporting and strengthening the total program of the school in order to facilitate and foster teaching and learning at the classroom level.

Guidelines

1. The Vice-Principal role involves working closely with the Principal in developing and establishing an effective communication network.

2. The Vice-Principal shall become the Acting Principal in the absence of the Principal.

Procedures

3. The Vice-Principal is responsible to the Principal for:
   3.1 The achievement of the mission and educational goals established for the school and the Division.
   3.2 The implementation of Board policies and administrative procedures.
   3.3 The maintenance of a high standard of education in the school through ongoing supervision and evaluation of curricular, co-curricular and extra-curricular activities.
   3.4 The maintenance of professional relationships with the school staff, students, parents, Division office staff, Board, School Councils, and other relevant organizations.

4. The Vice-Principal is responsible for the provision of assistance with respect to:
   4.1 The evaluation and reporting of student learning and development.
   4.2 The selection, deployment, development, evaluation, reprimand and recommendations regarding changes to the contract status of staff.
   4.3 The planning and control of the expenditure of funds.
   4.4 The maintenance and safety requirements of the school.

5. Other duties and responsibilities as assigned by the Principal. These may consist of, but are not limited to:
   5.1 Assist the Principal in matters related to the organization of the school.
   5.2 Assist in the preparation of timetables and organization of classes.
5.3 Assist in organizing and overseeing the supervision and discipline of students.
5.4 Assist in matters related to teachers' instructional methods and curriculum.
5.5 Order and distribute school and student supplies and instructional aids to teachers.
5.6 Conduct orientation for teacher aides and student teachers.
5.7 Assist in the preparation of teacher supervision and schedules.
5.8 Assist in the supervision of staff.

Reference: Section 60, 61, School Act