

## 2. Responsibilities of the Principal Policy

The Principal is the professional leader of the school and the Board's chief executive working in partnership with the Board of trustees. The principal shall not cause or allow any practice, activity or decision that is unethical, unlawful and imprudent or which violates the Board's Charter or expressed values or commonly held professional ethic.

Alongside their professional role, the Principal's key contribution to **day-to-day management** of the school is as per the management definition in the introduction to this Governance Manual

The Principal is responsible for overseeing the implementation of Board policy including the Charter. Reference documentation to the school, management and staff is to be read as "principal" for responsibility for implementation. From time to time, the chair of the Board acting within delegated authority may issue discretions in policies of the school, in minutes of the board or by written delegation.

The responsibilities of the Principal are to:

1. Meet the requirements of the current job description
2. Meet the requirements of their employment agreement including the 4 areas of practice from the Principal's Professional Standards
3. Act as the educational leader and day-to-day manager of the school within the law and in-line with all Board policies
4. Participate in the development and implementation of their annual performance agreement and participate in their annual review process
5. Develop, seek board approval of and implement an Annual Plan that is aligned with the Board's strategic plan, meets legislative requirements and gives priority to improved student progress and achievement
6. Use resources efficiently and effectively and preserve assets (financial and property)
7. Put good employer policies into effect and ensure there are effective procedures/guidelines in place
8. Allocate pay units for appropriate positions
9. Ensure effective and robust performance management systems are in place for all staff which include performance management reviews, attestations of salary increases and staff professional development
10. Employ, deploy and terminate relieving and non-teaching staff positions
11. Employ teaching staff as per the appointments policy
12. Communicate with the community on operational matters where appropriate
13. Refrain from unauthorized public statements about the official position of the Board in controversial social political and/or educational issues
14. Keep the Board informed of information important to it's role
15. Report to the Board as per the Boards reporting policy requirements
16. Act as Protected Disclosures Officer and ensure procedures are in place to meet the requirements of the Protected Disclosure Act 2000



17. Appoint on behalf of the Board a Privacy Officer, EEO Officer, Health and Safety Officer and designated persons for Child Protection.

Only decisions made by the Board acting as a Board are binding on the Principal unless specific delegations are in place. Decisions or instructions by individual Board members, committee chairs, or committee are not binding on the Principal except in rare circumstances when the Board has specifically authorized it.

The relationship is one of trust and support with expectations documented in the relationship policy. All parties work to ensure “no-surprises”.

The Principal is not restricted from using the expert knowledge or individual Board members acting as community experts.

*Review Schedule: Triennially*

*Last Reviewed: October 2018*

*Signed:*

