



Policies and Procedures
Section Three – Staff Policies

**303.2 – DUTIES OF THE
MIDDLE/HIGH SCHOOL PRINCIPAL**

TIME ALLOTMENT: 1.0

The Middle/High School Principal is directly responsible to the Superintendent, and is expected to maintain an effective working relationship with other administration, teachers, maintenance staff, office staff, students, parents, School Board, and other members of the school community. He will be a positive example of biblical Christianity and foster a Christian atmosphere in the school by developing and maintaining a climate that is Christ-centered and God-glorifying.

DUTIES

Administration

1. Provides leadership to the total educational and instructional program of the middle/high school (grades 7-12).
2. Implements the policies as outlined in the KCS Policy Handbook.
3. Works with the Superintendent and Business Administrator to oversee the preparation and implementation of the appropriate aspects of the High School's annual budget (athletics, curriculum, awards, field trips, etc.)
4. In charge of day-to-day operations of the middle/high school.
5. Supervises the vice principal and delegates duties to him appropriately.
6. Ensures that supervision schedules are in place for both middle and high school.
7. Ensures that timetabling and course scheduling are completed.
8. Supervises the assigning of student lockers, ensuring that a current list is available and that locker procedures are followed throughout the year.
9. Prepares the annual middle/high school calendar in cooperation with those responsible for various school activities.
10. Supervises the preparation of the secondary students' handbook and course selection guide.

Administration (cont.)

11. Communicates with the Ministry of Education on relevant issues (for example: provincial examinations, students, marks, scholarships and student registrations).
12. Prepares agendas for and chairs middle/high school staff meetings.
13. Oversees the middle/high school section of the “Connections” monthly school newsletter.
14. Attends Administrative Cabinet meetings, representing the middle/high school perspective.
15. Arranges for “*teacher-on-call*” (substitute) teachers when middle/high school teachers are absent.

Teaching Personnel

1. Is responsible for middle/high school teacher evaluations, and staff growth and development. The middle/high school principal will prepare written formative and summative teacher evaluations, as outlined by the KCS Policy Handbook, in consultation with the Superintendent.
2. Makes recommendations and participates in middle/high school staff selection and sits on the Teacher Interview committee.
3. Visits teachers in their classrooms as appropriate.

Student Personnel

1. Ensures that students have the highest quality of education and activities possible.
2. Implements the school discipline policy as outlined in the school handbooks.
3. Implements and supervises the high school’s attendance and late policy, by ensuring proper records are kept by all teachers and office staff, and that attendance problems are followed up and appropriate consequences given.
4. Oversees the student chapel program.
5. Oversees the safety and security of students and others in the high school educational programs and activities of the school.

Professional Development

1. Attends appropriate and relevant educational workshops, seminars and conferences on current trends, practices and research.
2. Assists in developing and implementing Teacher Professional Development activities

Curriculum

1. Provides leadership to department heads and teachers in curriculum matters.
2. Supervises the ordering of curriculum materials and textbooks.
3. Maintains awareness of curriculum innovations that surface in areas outside the school, particularly in ACSI and other Christian schools, School District #23, or at the Ministry of Education level.
4. Encourages teachers to incorporate a variety of teaching strategies and activities to implement the philosophy, goals and objectives of the school.
5. Ensures that approved curriculum is taught and that approved materials are being use for instruction
6. Ensures that appropriate and accurate reporting procedures are followed.
7. Provides supportive leadership in curriculum review and program implementation.

Other

1. Attends School Board meetings or Ad Hoc committees as assigned and mutually agreed upon with the Superintendent.
2. Sits on the New Family Interview Committees.
3. Liaison with the following organizations when appropriate: B.C. College of Teachers, ACSI, School District #23, Ministry of Education.
4. Provides appropriate spiritual leadership in the school.
5. Assists the Superintendent with other tasks/functions as mutually agreed.