**Principal**

The principal’s responsibility is to coordinate, guide and implement the daily educational program of their campus in close consultation with the senior leadership team and the Secondary Campus faculty and staff. Their focus must be on the improvement of student learning, the safety of faculty, staff and students and on the fulfilment of the strategic plan. The principal is expected to take ‘ownership’ of their campus of the school in the context of the SCS philosophy, values and goals as well as deal with the day-to-day challenges that may arise. S/he will act as a catalyst in promoting their campus as well as seeking to solve problems.

**Specific responsibilities:**

1. **Educational Leadership**
   1. **Vision**
      1. Provides leadership in Christian educational vision as needed within the SCS community.
      2. Promotes vision of the unique characteristics and needs of their campus program.
      3. Assists individual staff members to set and achieve professional goals.
      4. Participates in professional reading, study and reflection to develop their Christian educational vision.
      5. Promotes discussion and integration of Christian worldview within all subjects and grade levels.
      6. Collaborates with the senior leadership team (SLT) regularly.
      7. Collaborates with their campus administrative team weekly.
   2. **Learning**
      1. Collaborates with and supports the work of the director of learning in implementing short- and long-term goals from the strategic plan.
      2. Supports the work of the director of learning in planning professional days.
      3. Facilitates and supports the work of evaluating programs.
      4. Ensures adequate resources for programs in collaboration with the SLT.
      5. In collaboration with the director of learning support services and director of English language learning, oversees campus support services (special education, English language learning and learning assistance.)
      6. Ensures the Ministry of Education curricular expectations are being met in all classes.
   3. **Staff development and supervision**
      1. Conducts and oversees formative and summative evaluations.
      2. Maintains staff files.
      3. Ensures that staff complete all required course work (Teacher Regulation Branch requirements, contract expectations, and Christian perspective courses) for ongoing professional development.
      4. Visits classrooms on a regular basis.
      5. Supervises the athletic director, counselors, and program leaders.
      6. Oversees the facilitation of TOC support when appropriate.
      7. Oversees the work of the campus assistant principals.
      8. Hires staff and faculty according to SCS policies and practices.
2. **Operational Leadership**
   1. Reports to and meets regularly with the superintendent.
   2. Ensures a safe working environment for all staff (via the work of the Joint Health and Safety Committee).
   3. Serves on ad hoc committees as needed.
   4. Organizes the campus program
      1. Assigns curricular and extra-curricular responsibilities.
      2. Oversees student placement.
      3. Ensures the scheduling and direction of staff, grade level and department meetings.
      4. Ensures the preparation of timetables.
      5. Publish weekly staff bulletins.
      6. In collaboration with SLT, prepares and maintains staff handbook.
      7. Ensures the maintenance of a monthly calendar.
      8. Supports superintendent in preparation of annual calendar.
      9. Authorizes class and all-campus field trips.
      10. Supervises the timing, quality and distribution of campus learning reports.
   5. **Admission and registration**
      1. Meets and interviews new families for admission in accordance with SCS admissions policy.
   6. **Office management**
      1. Oversees the function of the front office.
      2. Supports the evaluation of office staff.
   7. **Campus budget**
      1. Prepares annual budget in collaboration with the SLT.
      2. Oversees campus spending and budget account balances.
      3. Oversees planning and ordering of major campus purchases.
   8. **Facilities**
      1. Manages furniture needs for learning spaces.
      2. Communicates long-term maintenance needs to the superintendent.
      3. Ensures that minor maintenance and repairs are being managed appropriately.
3. **Staff and student relations**
   1. Promotes the building and strengthening of an authentic Christian community.
   2. Encourages and models healthy staff relations.
   3. Monitors student progress and reporting to parents.
   4. Oversees student-life (pro-active and responsive processes to harm within the student community).
   5. Oversees and ensures student safety and welfare
      1. Including: fire, earthquake, and disaster procedures and supervision, crisis management plans and safe facility and security practices.
      2. Records of accidents and incidents affecting students.
      3. Contact with out of school support network where appropriate (pastors, counselors, etc.).
      4. Contact with Ministry of Children and Families and local police.
4. **Community relations**
   1. Oversees learning conferences and student-led conferences.
   2. Facilitates resolution of parent/teacher relationships under stress.
   3. Communicates with parents and supporting community.
      1. Parent and student handbooks
      2. School website
      3. The school newsletter
      4. Incidental letters/emails where appropriate
   4. Participates in special events such as:
      1. New parent orientation
      2. Meet the teacher night
      3. Grandparents’ day
      4. School plays, music nights, sporting events, etc.
      5. Appropriate parent information evenings
      6. SCS open houses
      7. Graduation ceremonies
   5. Broader community
      1. Represents the vision, mission and values of the school both inside and outside of the school community.
      2. Takes advantage of opportunities to articulate the vision of Christian education.
      3. Maintains relationships and involvement with outside associations and agencies (FISA, SCSBC, etc.) where appropriate.