

## **Administrative Procedure 453**

### **Human Resources**

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## **ROLE OF THE PRINCIPAL**

A principal shall:

1. At all times, act in full accordance with the *Education Act*, as well as other applicable provincial statutes.
2. Demonstrate full alignment with the provincial Leadership Quality Standard.
3. Hold a leadership certificate as prescribed by the Education Act and Alberta Certification of Teachers and Teacher Leaders Regulation.
4. At all times, act in a manner that maintains the Westmount Charter, in accordance with all policies, administrative procedures, the Education Plan, and within the provisions of Alberta labour standards.

## **RESPONSIBILITIES**

A principal shall:

1. Contribute to the creation or updating, monitoring, and evaluation of the Westmount Education Plan and Annual Education Results Report.
2. Ensure the school is organized and ready for students and staff prior to staff returning for the preparation days in August.
3. Ensure support staff responsibilities and tasks for their working days in July and August are clearly outlined in writing on or before June 30.
4. Provide the superintendent with emergency contact information for July and August for yourself and/or an assistant principal. This ensures coverage in case the principal is unavailable to address urgent matters such as timesheet approvals, grade assessment inquiries for graduating students, Alberta Education requests, or other emergent issues.
5. Ensure the conditions within which quality teaching and optimum learning can occur and be sustained.
6. Promote positive attitudes in students and staff toward self, others, school, education, and the school community.
7. Maintain order and discipline in the school, on the school grounds, and during activities sponsored by Westmount Charter School.
8. Ensure an administrative presence, principal and/or an assistant principal at all in school sporting events, school/family dances and other activities in which students from another school will be present.
9. Provide support for staff and develop an effective learning climate.
10. Deploy school-based staff to make effective use of their particular knowledge and abilities in providing programs and services for students.
11. Reasonably seek the input of staff, as appropriate, into decisions at the school.

12. Be responsible for safety and welfare of students and staff while participating in school activities.
13. Implement professional growth, supervision and evaluation processes to ensure that all teachers meet the Teaching Quality Standard.
14. Collaboratively develop and monitor the professional learning for all school staff.
15. Delegate appropriate responsibilities and tasks to staff members in accordance with Westmount policy, and procedures.
16. Provide input into community use of the school.
17. Collaboratively develop the school budget in alignment with Westmount's Charter, Administrative Procedures and the Education Plan.
18. Pursuant to the *Education Act*, establish a School Council and advise the School Council on its operation.
19. Communicate, as required, administrative procedures, and policies to the appropriate interest holders including staff, students, parents and community.
20. Refer staff members to the director of human resources for information regarding processes and implications of any type of leave of absence, contract inquiries, adjustment in FTE, payroll and benefit matters.
21. Advise the superintendent of the existence of conditions which adversely affect the operation of the school or the instructional program.
22. Complete and submit required reports or forms.
23. Attend meetings as required.

<b>Legal Reference:</b>	<i>Education Act</i>
<b>Cross Reference:</b>	
<b>Date of Adoption:</b>	June 18, 2025
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