

ROLES POLICY

Definition of Terms:

- **Head of School** – means the Administrator, or business operator
- **Principal** – means a teacher designated as a principal by the operator, who must hold a valid teaching certificate and may not be the operator or a voting member of the board of directors.

References:

This policy references the Education Act Division 3 Private Schools sections 29, 30 as well as, the Private Schools Regulation, the Home Education Regulation and the Early Childhood Services Regulation.

Background:

In accordance to the required changes set out in the Evaluation Document dated November 2006, page 32 point #3, “The Board of Directors needs to develop a policy on the roles and responsibilities of the operator, the principal and board members so there is a clear division of authority. . .”

Policy:

1. Role of the Board

The Board of the Phoenix Education Foundation is a governance board and will provide effective leadership to the school authority. It is responsible for providing the conditions for excellence in teaching and learning.

The Board shall govern with an emphasis on strategic leadership:

- a. Aligning decisions with mission, vision, values;
- b. Focusing on the future;
- c. Being proactive rather than reactive;
- d. Encouraging diversity in viewpoints;
- e. Monitoring, reporting and publicly discussing the school's performance.

The Board shall direct, control, and inspire the school through the careful establishment of written policies. The Board's major policy focus shall be on the intended long-term benefits for students, not on the administrative or programmatic means of attaining those benefits.

Board development shall include orientation of potential candidates and new members of the Board about the governance process, discussion and evaluation of its process to assure continued improvement.

The Phoenix Board shall reflect the founding vision, mission and purpose of the school, work to set expectations for quality standards for the school, determine how well students are meeting the standards, assume responsibility for student results using explicit criteria and regular monitoring, assume responsibility for the financial health of the school, ensure support and resources for school priorities to improve student learning, understand the school environment, its influences, behavior and performance as well as community perceptions, enable networks of individuals to solve problems and achieve common goals for student learning and reflect an attitude of questioning, reflecting, monitoring and evaluating to achieve excellence.

Additionally the board shall:

- Promote positive attitudes in students and staff toward self, others, school, education, and the school community.
- Advise the operator of new policies and conditions which affect the operation of the school or the instructional program.
- Complete and submit required reports.
- Attend meetings as required.

2. Role of the Head of School

The Head of School is responsible to and reports to the Board of Directors.

The Foundation believes it is important for our Head of School to have a strong understanding of financial and legal matters, governance and policy matters, public relations and human resource management. Our Head of School is often referred to as our Administrator in important documents and policy.

To fulfil the role of School Leader, the Head of School shall:

- a. Develop the school philosophy and goals.
- b. Identify the individual knowledge and ability of staff members and utilize their skills to maximize the effectiveness of the program.
- c. Hire and deploy school-based staff to make effective use of their particular knowledge and abilities, in providing programs and services for students.
- d. Be responsible for inviting supervisory and consultative staff to provide assistance to staff members as required.
- e. Support an ongoing program of staff development for school-based personnel.

In attending to the organization of human and material resources in the school, the Head of School shall:

- f. In consultation with the Leadership Team, determine an organizational structure which utilizes effectively the capabilities of the staff and meets the needs of students.
- g. Familiarize the leadership teams in all aspects of the school organization and administration, and develop with them job descriptions which provide for appropriate delegation of administrative and supervisory responsibilities.

In performing the management function in the school, the Head of School shall:

- h. Be responsible for safety, welfare, and conduct of students while participating in school programs.

- i. Be responsible for overall supervision, management of HR issues and evaluation of staff.
- j. Be responsible for the preparation and administration of the school's budget and AERR/ 3 Year Plan.

As part of the Leadership Team, the Head of School shall:

- k. Comply with the policies, regulations, and procedures of the Board; the provisions of the Education Act; and other appropriate statutes
- l. Be knowledgeable about system regulations, procedures, directives, notices and bulletins, and make them available to the appropriate school leaders.
- m. Interpret Board policy to the staff, students, and the community as required.
- n. Advise the Board Chair of the existence of conditions which adversely affect the operation of the school or the instructional program.
- o. Complete and submit required reports.
- p. Attend meetings as required.

3. Role of the Principal

The Principal is responsible to and reports to the Head of School. The role of the Principal is to be the school's instructional leader.

To fulfil the role of Instructional Leader, the Principal shall:

- a. Accept the instructional program of the school as the primary responsibility.
- b. Promote and model positive attitudes in students and staff toward self, others, school, education, and the school community.
- c. Plan, develop, and evaluate the educational program according to Alberta Education's expectations, and the school philosophy.
- d. In consultation with the Head of School, identify the individual knowledge and ability of staff members and utilize their skills to maximize the effectiveness of the program.
- e. Actively engage in two-way communication with the school community regarding the philosophy and programs of the school.

In attending to the organization of human and material resources in the school, the Principal shall:

- f. Identify the general and special needs of the school population and develop strategies to address needs.
- g. In consultation with the Leadership Team, determine an organizational structure which utilizes effectively the capabilities of the staff and meets the needs of students.
- h. Create an ongoing program of staff development for teaching personnel.

In performing the management function in the school, the Principal shall:

- i. Be responsible for safety, welfare, and conduct of staff and students while participating in school programs.
- j. Be responsible for formal assessment and regular review of teaching staff.
- k. Assist in the preparation and administration of the school's budget, AERR and 3YP.
- l. Supervise and support teaching staff through regular classroom visitation, schoology course reviews and growth plan reviews.

- m. Actively participate in school activities and organize teaching staff participation in school activities.

As part of the Leadership Team, the Principal shall:

- n. Comply with the policies, regulations, and procedures of the Board; the provisions of the Education Act; and other appropriate statutes.
- o. Be knowledgeable about system regulations, procedures, directives, notices and bulletins, and make them available to the appropriate staff.
- p. Advise the Head of School of the existence of conditions which adversely affect the operation of the school or the instructional program.
- q. Complete and submit required reports.
- r. Attend meetings as required.

Date Reviewed: Feb 19, 2015, May 20, 2021

Next Review Date: May 2026