

Issue Date	October 2, 1997
Revision Date	October 13, 2015
Review Year	2020

Background/Purpose:

The Principals and Assistant Principals are integral parts of the administrative team at Aurora School. The school based administration must display educational and instructional leadership in the operations of Aurora School. To ensure accountability, the Board wishes to have annual input regarding the administration of Aurora School.

Policy Statement:

The Board of Directors recognizes Alberta Education's Professional Practice Competencies for School Leaders in Alberta as an accepted performance expectation for school based administration.

A. Role of the Principals

The Principals at the Aurora Charter School are key members of the leadership team. Reporting to the Superintendent, the Principals will demonstrate leadership qualities expected of Aurora staff and community. The Aurora Charter School Board of Directors expects the Principals to be instructional leaders and learning facilitators, managers, school community facilitators, visionaries, and problem solvers. The Board further expects that school Principals shall carry out their responsibilities in accordance with the Aurora Charter and Articles of Association, Alberta Education policy and regulations, Professional Practice Competencies for School Leaders in Alberta, and applicable provincial and federal statutes.

B. Role of the Assistant Principals

The Assistant Principals (APs) at Aurora Charter School actively participate in the administration of the school. As a member of the administrative team, the APs work in a professional manner and exemplify the qualities necessary to fulfill the expectations of the Professional Practice competencies for school leaders in Alberta. The APs report directly to the Aurora Principals.

C. Duties of the Principals

1. The Principals shall provide opportunities for the staff and School Council to provide advice on school-based decisions related to any matter related to school operations. This includes advice on:
 - a. programs, instructional services and co-curricular activities; and
 - b. the allocation of funds to support the programs, instructional services and co-curricular activities.
2. The Superintendent may assign to the Principals other duties, responsibilities and obligations.
3. Prior to September 30th of each year, the Principals will notify all staff of the key duties of each member of the administration team.

D. The leadership roles identified by the Professional Practice Competencies for School Leaders in Alberta include:

- **Fostering Effective Relationships**
The school leader builds trust and fosters positive working relationships, within the school, on the basis of appropriate values and ethical foundations.

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- **Embodying Visionary Leadership**
The school leader collaboratively involves the school community in creating and sustaining shared school values, vision and mission, and goals.
- **Leading a Learning Community**
The school leader nurtures and sustains a school culture that values and supports learning.
- **Providing Instructional Leadership**
The school leader builds ensures that all students have access to quality teaching and learning opportunities to meet the provincial goals of education.
- **Developing and Facilitating Leadership**
The school leader promotes the development of leadership capacity within the school community for the overall benefit of the school community and education system.
- **Managing School Operations and Resources**
The school leader manages school operations and resources to ensure a safe, caring and effective learning environment.
- **Understanding and Responding to the Larger Societal Context**
The school leader understands and responds appropriately to the political, social, economic, legal and cultural contexts impacting the school.

E. **Supervision of School Based Administration**

1. The Principals at Aurora School will demonstrate leadership qualities expected of Aurora staff and community as described in Professional Practice Competencies for School Leaders in Alberta.

Accountability:

Annually by Superintendent for Principals and Principals for Assistant Principals.