

Issue Date	October 2, 1997
Revision Date	May 20, 2020
Review Year	2025

Background/Purpose:

The Principals and Assistant Principals are integral parts of the administrative team at Aurora Academic Charter School. The school-based administration must display educational and instructional leadership in the operations of Aurora School. This policy is compliant with the *Alberta Education Act* and *Leadership Quality Standard*.

Policy Statement:

The Board of Directors recognizes the *Alberta Education Leadership Quality Standard* for School Leaders in Alberta as an accepted performance expectation for school-based administration.

A. Role of the Principals

The Principals at Aurora School are key members of the leadership team. Reporting to the Superintendent, each Principal will demonstrate leadership qualities expected of Aurora staff and community along with all related Alberta Education legislation and regulations. The Superintendent and Aurora Charter School Board of Directors expect 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 policies and regulations, *Alberta Education Leadership Quality Standard*, and applicable provincial and federal statutes.

B. Role of the Assistant Principals

The Assistant Principals (APs) at Aurora School actively participate in the administration of the school. As a member of the administrative team, the APs work in a professional manner at all times and exemplify the qualities necessary to fulfill the expectations of the *Alberta Education Leadership Quality Standard* and *Alberta Education Act* and associated regulations. 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. Prior to September 30th of each year, the Principals will notify all staff of the key duties of each member of the administration team.

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D. The leadership roles identified by the Alberta Education Leadership Quality Standard include:

- **Fostering Effective Relationships:**
The school leader builds positive working relationships with members of the school community and local community.
- **Modeling Commitment to Professional Learning:**
A leader engages in career-long professional learning and ongoing critical reflection to identify opportunities for improving leadership, teaching, and learning.
- **Embodying Visionary Leadership:**
A leader collaborates with the school community to create and implement a shared vision for student success, engagement, learning and well being.
- **Leading a Learning Community:**
A leader nurtures and sustains a culture that supports evidence-informed teaching and learning.
- **Supporting the Application of Foundational Knowledge about First Nations, Métis and Inuit:**
A leader supports the school community in acquiring and applying foundational knowledge about First Nations, Métis, and Inuit for the benefit of all students.
- **Providing Instructional Leadership:**
A leader ensures that every student has access to quality teaching and optimum learning experiences.
- **Developing Leadership Capacity:**
A leader provides opportunities for members of the school community to develop leadership capacity and to support others in fulfilling their educational roles.
- **Managing School Operations and Resources:**
A leader effectively directs operations and manages resources.
- **Understanding and Responding to the Larger Societal Context:**
A leader understands and appropriately responds to the political, social, economic, legal and cultural contexts impacting schools and the school authority.

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 the *Education Act* and *Leadership Quality Standard*. Principals will employ active supervision of their respective Assistant Principals and office administration team. The Superintendent or designate is responsible for the supervision of the Principal.

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Accountability:

Annually by Superintendent for Principals and Principals for Assistant Principals.

References:

Alberta Education Act

Alberta Education Leadership Quality Standard