Approved: October 13, 2020
Position: Vice Principal
Reports to: Principal

Policy: The vice-principal is responsible and accountable to the principal.

In accordance with Board policies, The Public Schools Act, the Education Administration Act, other provincial and federal statues, and within the provisions of employee collective agreements, the vice principal shall provide the required school leadership support to the principal as they work with their school community to promote lifelong learning consistent with the Mission, Vision, and Values of the Prairie Rose School Division.

The vice principal has an important team-focused leadership role in supporting the principal's leadership with the promotion of seven main domains:

School Leadership:

- Enhances the school as a professional learning community
- Employs a supportive and shared leadership philosophy
- Develops shared values and vision
- Develops a comprehensive school plan and demonstrates evidence of implementation and monitoring

Management:

- Fiscal management, including appropriate managing of school budgets, school accounts, inventory, and reports/forms
- School organization, including the implementation of effective schedules, timetables, and routines, as well as conducting productive meetings
- Policy development and administration, including the development and implementation of school policies that are in the best interest of students and staff, knowledge and support of divisional and Manitoba Education policies as they relate to the school, and contribution to the development and revision of divisional policies
- Agent of the Board, communicates and supports decisions and direction as set by the Superintendent/CEO

Positive & Safe School Cultures:

- Maintains a well-disciplined environment and deals effectively with student discipline issues
- Takes appropriate measures to ensure that the school facility and grounds are well-maintained to promote the health, safety, and well-being of students, staff, and public
- Provides for the recognition/celebration of students and staff to inspire continuous growth
- Resolves concerns and conflicts
- Fosters an atmosphere of trust and collaboration
- Fosters positive staff morale

- Promotes opportunities for students to participate in activities beyond the classroom
- Is easily accessible and approachable to students, staff, and community

Student Learning – Achievement and Engagement:

- Demonstrates planning and goal setting to promote student achievement
- Analyze a wide range of student achievement data to make instructional leadership decisions Ensures appropriate and timely reporting of student achievement to students, parents, teachers, and divisional administration
- Ensures appropriate and timely reporting of student achievement to students, parents, teachers, and divisional administration
- Ensures appropriate teaching of curriculum and programs for all students
- Ensures appropriate use of student services and community support services as needed
- Ensures appropriate integration of technology
- Collaboratively establishes a culture that welcomes families and seeks ways to engage them in student learning

Professionalism:

- Conducts oneself with integrity
- Maintains emotional self-control
- Demonstrates a sensitivity to diversity in the school community
- Is meaningfully engaged in personal professional development, stays current with educational research and practices
- Maintains a personal professional growth plan
- Forms professional relationships with colleagues
- Participates in school and division projects and activities
- Cooperates with senior administrators

Communication:

- Works effectively with parent council
- Promotes two-way communication with students, staff, parents, and community
- Ensures communication from division office is shared with students, staff, parents, and community as requested
- Promotes public education, implements provincial, divisional, and school policies and articulates them effectively to all members of the learning community

Personnel:

- Staff recruitment, selection, and assignment
- Staff development, including the facilitation of opportunities for professional development, facilitation and participation in the development and implementation of teacher professional growth plans, as well as the induction of new staff
- Staff supervision and evaluation, including the supervision of staff to ensure effective instruction and student learning, and the evaluation of staff in accordance with divisional policy and procedure
- Encouraging and nurturing prospective school leaders by supporting internal leadership growth and opportunities