

WOODSTOCK CHRISTIAN SCHOOL

Principal Job Description

Preamble

The School Principal (hereinafter named Principal) provides a unique leadership service to the Board, the school staff and the community. The Principal is expected to embody the pursuit of vision and mission of the school while managing the school's resources. The Principal has board-delegated authority and responsibility in the oversight of the operations of the school and its reputation and advancement in the supporting community.

School boards must ensure that this all-encompassing mandate of leadership has been properly outlined in both general expectations and specific task responsibilities. In this way the Principal has a clear sense of the task and the Board can determine the general assurance indicators that their senior executive is performing these duties satisfactorily. In addition to the sections delineated below the attached appendix gives examples of the legislation that the administrator must be aware of and ensure that the school is in compliance.

Spiritual Leadership

The Principal is called upon to provide spiritual leadership to the school community. The Principal is expected to infuse a Christian worldview into the general task of the education of students that engages the students, their teachers and the supporting staff in a singular Christian vision for learning. This is to be done through various communications modes such as worshipping, speaking, writing and visual representations.

This Spiritual Leadership is prescribed by:

- a) A personal lifestyle and daily practice that must be in keeping with the Board's lifestyle policy.
- b) An interpretation of the applicable Biblical imperatives for Christian learning that is in keeping with the Board's Christian identity documentations.
- c) The leading and promotion the devotional activities of the staff and students
- d) The establishment and maintaining of a Christian culture in the school

Board Leadership

The Principal has the unique assignment of being an advisor to the Board as well as a leader within the board room. The Principal is expected to lead the Board in the pursuit of its vision and purpose. The Principal is expected to provide expert advice to the board on matters of educational policy as well as government compliance on all matters of school operations.

This Board Leadership is prescribed by:

- a) The duty to ensure the respect for all federal and provincial laws and regulations applicable to the operation of the society and its school.
- b) The duty to uphold the bylaws of the school society.
- c) The duty to uphold the policies of the Board—those already in place and those to be revised or added.
- d) The duty of regular attendance at all Board meetings
- e) The duty to assist the Board in its internal flourishing in areas such as board member orientation, parliamentary procedure, meeting efficiencies, etc.
- f) The duty to inform the Board of the proper operations of the school and other assigned roles in a timely manner.

Staff Employment Leadership

The Principal is called upon to lead all staff members. This leadership requires an understanding of employment practices and professional development to ensure a harmonious workplace.

This Staff Employment Leadership is prescribed by:

- a) The duty to respect and uphold all government legislation and regulations affecting employment relations.
- b) The duty to respect and uphold the contracts and schedules in place with the staff members
- c) The responsibility to conduct proper record-keeping and oversight of all staff members accountable to the Principal.
- d) The responsibility to conduct (or make available) professional development opportunities for staff members, either individually or in groupings, so that the performance of the staff is improved.
- e) The responsibility to publish an annual Staff/Faculty Handbook that includes key information on school procedures and policies.
- f) The responsibility to determine and modify the job expectations and workloads of staff members.
- g) The responsibility to recruit and hire new or replacement staff members as authorized by school policy.
- h) The responsibility to ensure that the board has the appropriate documents and implements fair practice in determining the annual compensation (wages, salaries and benefits) for staff members.

Learning Leadership

The Principal is entrusted with the educational purpose of the school. The Principal is called to lead the faculty in defining, developing and delivering the learning model for the students. Oversight of the program of instruction including proper assessment of student progress rests ultimately with the Principal.

This Learning Leadership is prescribed by:

- a) The responsibility to ensure that all students, including those with exceptionalities, can flourish as learners.
- b) The expectation that the Woodstock Christian School Program of Instruction in its current documentation and in its future revisions and additions maintains relevance as an educational plan.
- c) The responsibility to ensure that the faculty members are equipped materially and pedagogically to properly implement the Program of Instruction.
- d) The responsibility to ensure that the parents are regularly apprised of their children's progress in their learning.

Student Well-being Leadership

The Principal is entrusted with the well-being of every student enrolled in the school. This custodial responsibility extends beyond the learning experience and encompasses the students' ability to be contributors to a distinctively Christian learning community.

This Student Well-being Leadership is prescribed by:

- a) The duty to respect and uphold government legislation and regulations affecting children
- b) The duty to respect and uphold the policies of the Board relating to student health and welfare while leading the community in creating a culture of respect and concern for each student
- c) The responsibility to ensure that a student code of conduct is documented and communicated within the school community and understood by the staff and to ensure that the school's discipline policy is upheld.
- d) The responsibility to ensure student participation, voice and leadership in the life of the school community.

Administrative Leadership

The Principal is charged with the efficient management of the affairs of the school. This task requires an understanding of government expectations as well as the implementation of best practices in office management.

This Administrative Leadership is prescribed by:

- a) The duty to respect and uphold government legislation and regulations affecting school operations.

- b) The responsibility to document, uphold and administer the Woodstock Christian School Student Attendance Policy and its related procedures.
- c) The responsibility to recruit and admit new students
- d) The responsibility to ensure proper school records are maintained during a student's enrolment with the school.
- e) The responsibility to publish an annual School/Parent/Student Handbook.

Financial Leadership

The Principal is entrusted with financial responsibilities in order to properly serve as the senior executive of the school. The Principal must understand financial principles, function ethically and be able to provide insightful stewardship of the funds entrusted to the operation of school programs.

This Financial Leadership is prescribed by:

- a) The duty to manage all funds entrusted to the Principal
- b) The duty to be transparent in reporting on the financial activities of the funds entrusted to the Principal.
- c) The responsibility to prepare, approve and follow an annual school supplies budget for the operations of the school.
- d) The responsibilities to prepare, approve and follow an annual staff professional development budget.
- e) The responsibilities to prepare, approve and follow an annual School Operations Budget that requires setting rates and collecting tuitions and other fees/charges.
- f) The duty to execute signing authority on school cheques and contracts in accordance with school policy.

Facility Leadership

The Principal is entrusted with the property owned by the school society as a steward of the Board. The Principal must ensure that the facility and grounds are properly maintained and in good working order.

This Facility Leadership is prescribed by:

- a) The duty to respect and uphold government legislation and regulations affecting school buildings and property
- b) The duty to uphold the policies of the Board regarding its property both those already in place and those to be revised or added.
- c) The responsibility to document, uphold and administer the Woodstock Christian School Facilities Rental Policy and its related procedures.

- d) The responsibility to ensure that the school personnel, both staff and selected volunteers are trained and equipped in emergency situations.

Community Leadership

The Principal, by virtue of the position, is the “de facto” spokesperson for the school and society and is accountable for this representation to the Board. All school communications, other than Board communications, are the responsibility of the Principal.

This Communications Leadership is prescribed by:

- a) The duty to uphold and administer the Woodstock Christian School Communications Policy and its related procedures.
- b) The responsibility to clearly communicate the vision and mission of the school orally as well as in text.
- c) The responsibility to publish timely communications to the school parents as well as to the society members.
- d) The responsibility to ensure that the school’s social media use remains current and effective as a key school communication mode.
- e) The responsibility to be the school and society’s spokesperson regarding media inquiries.
- f) The responsibility of involvement in key community-building and promotional events.

Appendix A - LEGISLATION AFFECTING CHRISTIAN SCHOOL OPERATIONS

Laws, policies and regulations of which the Principal must be aware as of October 2015. Note that this list is not meant to be exhaustive and will be subject to change.

CANADIAN

1. Income Tax Act
 - a. IC 75-23 (departmental practice)
2. Canada Not for Profit Corporations Act (for federally incorporated schools)
3. Canada's Anti-spam Legislation
4. Employment Insurance Act
5. Personal Information Protection And Electronic Documents Act (PIPEDA)
6. Universal Child Care Benefit Act
7. Copyright Act
8. Charities Registration (Security Information) Act (?)
9. Excise Tax Act (HST and GST)
10. Canada Pension Plan Act

ONTARIO

1. Education Act
 - a. Ontario College of Teachers Act, 1996
 - b. Safe Schools Act
 - c. Ontario Student Record (OSR) Guideline
 - d. Ontario School Information System (OnSIS)
2. Ontario Corporations Act (to be replaced with Ontario Not-for Profit Act) for provincially incorporated schools)
3. Child Care Modernization Act 2015
4. Ontario Employment Standards Act
5. Accessibility for Ontarians with Disabilities Act(AODA)
6. Child and Family Services Act
7. Health Protection and Promotion Act
8. Immunization of School Pupils Act
9. Home Care and Community Services Act, 1994 (SHSS program)
10. Occupational Health and Safety Act
 - a. Workplace violence and workplace harassment
11. Workplace Safety and Insurance Act
12. Ontario Human Rights Code
13. Smoke Free Ontario Act
14. Charities Accounting Act
15. Trustee Act
16. Sabrina's Law – Anaphylaxis
17. Safe Drinking Water Act
 - a. Ontario Regulation 243/07
18. Trespass to Property Act
19. Ontario Building Code

20. Ontario Fire Protections and Prevention Act, 1997
21. Employer Health Tax Act
22. Highway Traffic Act
 - a. Dangerous Goods Transportation Act
 - b. Public Vehicles Act
 - c. Motor Vehicle Transport Act
 - d. Compulsory Automobile Insurance Act
 - e. Environmental Protection Act
23. Pension Benefits Act (only for schools that create their own pension plan)
24. Keeping our Kids Safe at School Act
25. Accepting Schools Act, 2012 (indirectly)
26. Anti-Bullying Act

MUNICIPAL

1. Property maintenance including snow and ice removal
2. Signage Bylaws
3. Fencing and boundary bylaws
4. Bylaws regarding portables, temporary storage units etc.
5. Development Charges
6. Fire Routes
7. Special Events bylaws
8. Accessible parking
9. School Bus Loading Zones