



Authority Policy 5006

ROLE OF THE PRINCIPAL/SENIOR ADMINISTRATOR

Legal References: *Education Act: Regulation 298; Ontario College of Teachers Act, 1996: Regulation 148/97; Ontario Human Rights Code, 1981.*

Related References: *The Ontario Leadership Framework: A School and System Leader's Guide to Putting Ontario's Leadership Framework into Action (2012).*

Effective Date: April 2016

Revisions:

KIDSABILITY SCHOOL AUTHORITY ROLE OF THE PRINCIPAL/SENIOR ADMINISTRATOR

The Principal/Senior Administrator shall be responsible for the organization and administration of the Education Program at KidsAbility School in accordance with the policies and procedures established by KidsAbility School Authority (KASA), and as outlined in the Education Act and Regulations, Ministry of Education Program and Memoranda, and Ministry Guidelines

The Principal/Senior Administrator reports directly to KidsAbility School Authority and through the Board to the Ministry of Education (MOE).

The Principal should always have the Vision, Mission and Strategic Plan of the KidsAbility School Authority guide their decision making, planning and setting of priorities.

KASA VISION: Children with complex special needs prepared for school success.

KASA MISSION: KidsAbility's unique school environment empowers our students to achieve continued success.

PRINCIPAL/SENIOR ADMINISTRATOR RESPONSIBILITIES

1. STUDENT, STAFF AND SCHOOL OPERATIONS FOCUS

- a) Perform all duties prescribed by the Acts of the Province of Ontario, including the Regulations under the Education Act with regard to the General Operation of Schools and Duties of the Principal.
- b) Plan, organize and supervise the provision of education programs and services for all students registered in the school, and the assessment and reporting of student progress. This includes the development, implementation, and review of Individual Education Programs (IEP) for all students according to provincial requirements, and ensures that parents are consulted in the development of their child's IEP including a transition plan.
- c) Consult with parents, teachers and Centre therapy staff to determine the most appropriate program for exceptional students.
- d) Plan, organize, and supervise the transition of students from KidsAbility School to community schools following one year at KidsAbility School. This includes students registered at KidsAbility, and also in a coterminous Board at the same time (equivalent to full day JK). Ensure follow-up, as necessary, for students transferred to other school.
- e) The principal will plan, organize and supervise the Selection/Review Committee in collaboration with the Centre staff. This committee reviews all school applications and determines who will be offered placement in our KASA schools.
- f) Arrange for appropriate transportation of students to and from school in collaboration with the Executive Assistant, and the Finance and Transportation Committees of the Board.
- g) Provide curriculum and instructional leadership
- h) Recruit and hire, and assist in the signing of contracts for teachers, educational assistants, and office staff as needed in collaboration with the Personnel Committee of KASA.
- i) Facilitate the orientation of new school staff and Board members to the School and KidsAbility Centre

- j) Foster the professional development and growth of staff in the school including the effective use of Professional Activity Days and the allocation of Professional Development Funds. NTIP is to be established for teachers new to the profession as required by legislation.
- k) Provide supervision for growth and evaluation of teachers, educational assistants and administrative school staff
- l) Participate on (or delegate to) the joint Health and Safety Committee, the Centre Emergency Response Team and Centre Fire Drill committee, KidsAbility Social Committee and other Committees/initiatives determined to be mutually beneficial.
- m) Be familiar with the various staff contracts and ensure contracts are properly executed by all new staff. Ensure compliance with contracts. Utilize the Chairperson of the HR Board Committee, Section 68 administrators, MOE, and coterminous board HR staff (as available) for questions or concerns.
- n) Be responsible for determining school closures in the event of inclement weather or any other school emergency such as hydro failures.
- o) Foster the development and implementation of the School Council as per the Regulations.
- p) Attend to duties as defined under the Act and also at such other times as are necessary to ensure the effective and efficient operation of the School, including such tasks as may be required during the months of July and August. During periods when the school is closed, the Principal is expected to be accessible and available, unless on vacation.
- q) Perform such other duties and special assignments as directed by KASA.

2. KIDSABILITY SCHOOL AUTHORITY BOARD FOCUS

- a) Report monthly at the KASA Board meetings on the areas of focus for KidsAbility School. Make recommendations to the Board on improving student achievement.
- b) Review and assist in setting the monthly KASA agenda with the Board Chair
- c) Inform the Board of relevant and emerging issues, including those that may be contentious.

- d) Assist the Board in the development, implementation and review of the Board's Strategic Plan. Ensure that staff, the School Council and other stakeholders are engaged in this process.
- e) Implement the policies and procedures of the School Authority. Participate the review and development of the policies in collaboration with the Policy and Procedures Committee. Where appropriate, involve stakeholders in the development of school policies and procedures (operational and health and safety).
- f) Prepare procedures that are required from the implementation of new Board policies and ensure that they reflect the unique needs of KidsAbility. Utilize staff and external resources, as appropriate, to assist in the process. This is to be done in conjunction with the Policy and Procedures Committee.
- g) Participate as a member of all standing Committees of KASA, as requested.

3. *MINISTRY OF EDUCATION FOCUS*

- a) Respond in a timely manner to "Director of Education" memos from the Ministry
- b) Determine which memos are required to support the students of KidsAbility.
- c) Attend Ministry sponsored meetings as directed by the KASA Board and MOE
- d) Complete reports as required by the Ministry of Education (e.g. School Year Calendar; Special Education reports such as SEA; OnSIS reporting; financial reports, MISA). Ensure that all reports which require Board approval are brought to the Board in a timely manner.
- e) Grant opportunities from the MOE should be carefully reviewed to determine the scope of activity, the direct impact on students, staff time required and the long term impact on student success. Discussion with the Board is encouraged, prior to submission, if there are any concerns.
- f) Keep abreast of legislative changes, inform staff of new initiatives and mandates and facilitate the implementation of required changes

- g) Develop an annual budget in collaboration with the Executive Assistant, Board Finance Committee and submit it to the Board for approval by the Ministry of Education
- h) Establish an effective working relationship with the MOE.

4. COMMUNICATION AND LIAISON FOCUS

KidsAbility Centre:

- a) Communicate regularly to the Centre Board and the Foundation Board through the Centre CEO and Foundation CEO
- b) Work with the Centre's staff and KASA Board in the negotiation of the Service Agreement.
- c) Attend KidsAbility Centre and Foundation events as appropriate
- d) Encourage the attendance of Foundation and Centre members at School events.

External:

- a) Work collaboratively with the two local District School Boards, independent community schools and community agencies.
- b) Advocate for the educational needs of students in the school and in the broader community
- c) Encourage utilization of MOE contacts and develop mentorships with an individual(s) in another Board that has experience in areas such as Human Resources and Budget.
- d) Liaise with the Section 68 Principals and attend bimonthly meetings
- e) Attend Regional Special Education Council meetings