

<p><b>Personnel and Employee Relations</b> <b>7410</b> <b>Duties of the Principal</b></p>	<b>Administrative Application</b>	
	<b>Last Reviewed /Approved on:</b>	February 12, 2019
	<b>References:</b>	The Education Act, 1995, Sec. 175 Administrative Application 7201 – Employee Code of Conduct Committed to Professional (C2PG) Document Policy 12 – Role of the Director
	<b>Status:</b>	Operational

### Application

Principals in the Regina Catholic School Division (RCSD) shall carry out their duties in accordance with *The Education Act, Regulations to the Act*, administrative applications and Board policy. Principals follow the Regina Catholic School Division employee code of conduct. (*Application 7201 – Employee Code of Conduct*).

Principals shall provide leadership for implementing religious education programs and religious exercises. Principals shall display a readiness, as an ongoing practice, to develop spiritually by participating in staff retreats and other faith development activities offered by the school division.

Principals shall demonstrate professional attitudes and responsibility in their contacts with colleagues, students, parents, and the public. Principals follow the duties and responsibilities outlined in the Principal job description. The *Committed to Professional Growth (C2PG)* process is followed yearly. Principals shall attend planned school based, function and Director’s meetings. If a principal is unable to attend, they should discuss it with their school superintendent.

In the absence of the principal, the vice-principal, or teacher designated acting-principal shall assume the duties, responsibility, and authority of the principal.