

Personnel and Employee Relations 7410 Duties of the Principal	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	The Education Act, 1995, Sec. 175 Administrative Application 7201 – Employee Code of Conduct Performance Management Document Policy 12 – Role of the Director
	Status:	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 *Performance Management* process is followed yearly. Principals shall attend planned school-based functions 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.