



Director/Principal-Procedure

DUTIES AND RESPONSIBILITIES

The Director/Principal's specific duties and responsibilities are outlined below. While some duties may be delegated to other staff, the overall responsibility for all aspects of SEC's operation is the Director/Principal. This responsibility cannot be delegated.

1. Students

The Director/Principal shall:

- a) submit reports on pupil attendance, assessments, promotion/placements and other required matters,
- b) be responsible for the proper registration of pupils and for the maintenance of up-to-date student records. The Director/Principal is responsible for ensuring that student records are forwarded when the student transfers to another school in the system, and filed when the student transfers out of the system,
- c) be responsible for activities conducted by the student organizations of the school, provided that such activities are sponsored by the school staff and the Director/Principal,
- d) be responsible for the administration of the system of accounting for all monies from student activities, including fees and fines, or from other funds belonging to the school or to the student body; and be responsible for safekeeping of all such monies belonging to the school,
- e) report to the Board Chairperson unusual occurrences and irregularities, especially those related to the conduct of students, truancy, and attendance,
- f) be responsible for the conduct and safety of students while they are being transported to and from communities

2. Staff

The Director/Principal shall:

- a) supervise and direct all staff,
- b) ensure all policies and procedures are followed,
- c) ensure evaluations are completed on the performance of each member of his/her staff and forward to Human Resources for filing
- d) hold regular staff meetings for the purpose of discussing educational and administrative matters,

- e) attend meetings called by SERDC, such as pension, and events planning that involve SEC or educational matters.

3. Risk Management

The Director/ Principal shall:

- a) keep Board Chairperson fully advised as to the conditions and needs of the school should conditions become urgent,
- b) be responsible for taking all reasonable precautions to safeguard the health and general well-being of the staff and students in the school,
- c) inspect, either personally or through delegation, school buildings and grounds to see that they are free from hazards which might cause accidents and notify the appropriate authorities of any conditions which need to be remedied,
- d) ensure that legislation and regulations with respect to fire prevention and safety are complied with and that all personnel are familiar with instructions related to fire alarms, fire drills and fire extinguishers, and ensure First Aid kits are provided,
- e) ensure compliance with *The Workplace Safety and Health Act*, Southeast policy and the requirements outlined in the “Southeast College Workplace Safety and Health Program” manual.

4. Planning Requirements

The Director/Principal shall:

- a) prepare, implement and submit school, lodge plans and reports, in consultation with staff, school committee’s and community,
- b) based upon requirements in local Education Agreements, seek input from the local Chief and Council (or their representative) regarding the school plan,
- c) establish a code of conduct and emergency response plan for the school and review the code and plan annually. (*The Public Schools Act*, 47.1 (1), (2) and (3),
- d) ensure that Manitoba Education requirements on instruction times are met within school and classroom timetables.

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