**Duties of principal**

**175**(1) Subject to the stated policies of the board of education or the conseil

scolaire and to the regulations, a principal, under the supervision of the director,

shall be responsible for the general organization, administration and supervision

of the school, its program and professional staff and for administrative functions

that pertain to liaison between the school and the board of education or the conseil

scolaire and its officials.

(2) T he principal shall:

(a) organize the program of courses and instruction approved by the board

of education or the conseil scolaire for the school;

(b) assign, in consultation with members of the staff, the duties of each

member of the teaching staff;

(c) prescribe the duties and functions of assistants and support staff;

(d) exercise general supervision over the work of:

(i) all members of his or her staff; and

(ii) other employees of the board of education or the conseil scolaire

whose duties relate directly to the care and maintenance of the school

building and its facilities;

(e) exercise general supervision over the well-being and good order of pupils

while the pupils are at school or participating in school activities;

(f) provide leadership for enhancement of the professional development of

staff;

(g) co-operate with the universities in programs for the education and training

of teachers;

(h) conduct, in co-operation with the staff, a continuing program of planning

and evaluation with respect to the objectives, curriculum, pedagogy and

effectiveness of the instructional program of the school;

(i) define and prescribe the standards of the school with respect to the duties

of pupils and give direction to members of the staff and to pupils that may be

necessary to maintain the good order, harmony and efficiency of the school;

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(j) administer or cause to be administered any disciplinary measures that are

considered proper by him or her and that are consistent with this Act;

(k) establish, in consultation with the staff, the procedures and standards to

be applied in evaluation of the progress of pupils and in making promotions;

(l) develop, in co-operation with the staff, procedures for preparation of reports

to parents or guardians on the progress of pupils and establish mutually

acceptable and beneficial channels for communication between the school and

parents or guardians of pupils;

(m) maintain regular liaison with the director with respect to all matters

pertaining to the well-being of the school, the staff and the pupils;

(n) advise and make recommendations to the director with respect to the

staffing of the school;

(o) prepare and furnish to the director, the board of education or the conseil

scolaire and the department any reports and returns that may be required

from time to time with respect to the school; and

(p) exercise leadership in co-operation with the director and the board of

education or the conseil scolaire in the promotion of public involvement in

educational planning directed towards the improvement of education in the

school and in the school division or the francophone education area.

1995, c.E-0.2, s.175; 1997, c.35, s.16.