

Principal Profile - Huron Heights Secondary School - 2024/2025

The Principal at Huron Heights Secondary School will demonstrate the following leadership qualities:

- ☐ Honesty and integrity
- ☐ Ability to delegate, to recognize own limitations while encouraging and promoting talents within school team
- ☐ Confidence
- ☐ Good communication skills
- ☐ Commitment to the position and to maintaining high standards
- ☐ Creativity and resourcefulness in dealing with challenges
- ☐ Approachable

In order to successfully achieve the six objectives listed below

1. SET DIRECTION:

Collaborating with staff, students, parents/guardians, and other stakeholders to:

- ☐ Establish an overall sense of purpose or vision for HHSS
- ☐ Develop the school plan for continuous improvement and incorporate special consideration for the unique programs offered at HHSS, such as the Arts, the Technology programs, Special Education and the SHSM program.
- ☐ Encourage staff to assume responsibility for achieving the school's vision and goals for all students including those who have traditionally struggled to be successful at school; and
- ☐ Develop and support a safe, creative, challenging and supportive environment that nurtures students and staff.

2. BUILD RELATIONSHIPS AND DEVELOP PEOPLE:

Being readily available to:

- ☐ Listen to the ideas of staff, students, parents/guardians and other stakeholders, and be open to those ideas and genuinely consider their value;
- ☐ Encourage respect, care and personal regard for one another by promoting a positive attitude and respectful communications among staff, students, parents, and the community, as well as, recognizing the diversity of the school community and ensuring inclusivity for all;
- ☐ Work collaboratively with community partners including the Towns of Newmarket, East Gwillimbury, Georgina and relevant Community Agencies, the York Regional Police and others;
- ☐ Work collaboratively with feeder schools and community partners to encourage a successful transition to high school;
- ☐ Develop/cultivate leadership by offering opportunities for growth;
- ☐ Cultivate a positive relationship with the Arts and Technology administrators from other schools in York Region and with other educational experts;
- ☐ Adopt policies and expectations about discipline and behaviour that are clear, fair, and easy to understand; and
- ☐ Expect teachers to model good citizenship and positive behaviour.

3. DEVELOP THE ORGANIZATION TO SUPPORT DESIRED PRACTICES

Working to:

- ☐ Create a school environment in which parents/guardians are welcomed, respected and valued in their children's learning;
- ☐ Develop a timetable that supports student learning and at the same time fosters the continuation of the unique programs/practices at HHSS;
- ☐ Support, promote, and encourage the development of academic, social, and extra-curricular opportunities to support the unique programs at HHSS;
- ☐ Distribute resources in ways that are closely aligned with the school's improvement priorities;
- ☐ Create and maintain a school environment that is focused on student achievement and well-being;
- ☐ Ensure that the physical facility is maintained in a safe, healthy and attractive condition; and
- ☐ Ensure that issues such as bullying, vaping, drugs, racism are discouraged and dealt with appropriately and immediately.
- ☐ Ensure that student and staff safety and well-being is a top priority. The administrator should be up to date on appropriate safety procedures and protocols and ensure this information is shared and understood amongst staff and students. There should also be a focus on resources and interventions related to Mental Health and Wellness and staff should receive up to date education in this area.

4. ENSURE THE QUALITY OF THE INSTRUCTIONAL PROGRAM

Endeavouring to:

- ☐ Recruit and select teachers who will further the school's vision and goals and support the programs unique to HHSS;
- ☐ Recruit and select teachers who will support the development of healthy student programs and the appropriate use of technology;
- ☐ Build and maintain a strong and outstanding Arts program and Technology program while fully supporting all other curriculum-based programs (eg. Specialist High Skills Major, Co-operative education, academic/applied courses);
- ☐ Support experiential learning such as field trips; and
- ☐ Conduct systematic reviews of all programs with input from staff, students, the school council, and parents.

5. MANAGE THE FINANCIAL ASPECT OF THE SCHOOL

Having the ability to:

- ☐ Understand the budget and the staffing process;
- ☐ Involve appropriate stakeholders in decision making (staff, school council, students, and the community); and
- ☐ Organize and administer the school budget process, in consultation with the staff, school council, students and the community where appropriate.

6. SECURE ACCOUNTABILITY

Examining feedback and trends in student data to:

- ☐ Assess their own contributions;
- ☐ Measure and monitor progress in student learning and school improvement as well as implement strategies/supports to improve and enhance student success;
- ☐ Identify a need for change and conduct a gap analysis;
- ☐ Take appropriate risks and deal with emerging issues proactively;

- ☐ Identify problems, key personnel and generate possible solutions; and
- ☐ Provide an accurate, timely, and transparent account of the school's performance to the staff, students, parents/guardians, community, Board and Ministry.