

KETTLEBY PUBLIC SCHOOL

PRINCIPAL PROFILE- November 2018

OVERVIEW

The principal is open to:

- Working with the school community to develop and establish individual and group goals for students, teachers and other staff members
- Recognizing and respecting the long history of the school in our small close-knit community
- Recognizing and encouraging KPS as the “community centre” for the children and their families
- Championing the unique needs of a “little” school in a rural location where commonplace urban services may not be present (e.g. limited internet access)
- Recognizing the potential limits of a small staff and will encourage all to fully utilize and bring their multi-talents to enrich the school community

EXPERIENCE

The principal has:

- Prior experience as a vice-principal or principal
- A history of effective management of staff, students and programs
- A history of success in school with similar demographics

KNOWLEDGE

The principal is:

- Aware of current trends and opportunities, as well as, threats, security and other issues in the school environment,
- Thoroughly familiar with Ministry and Board policies, regulations and procedures
- Knowledgeable about and understands the importance of EQAO
- Technologically literate and cognizant of the potential for use of technology as an effective communication and administrative tool
- Knowledgeable about staff development and current educational philosophies, pedagogy and instructional practices

ADMINISTRATIVE CRITERIA

The principal should be prepared to:

- Discuss annually, the priorities and allocation of the school budget with the school council
- Ensure accurate records of revenues and expenditures are maintained
- Adopt policies and expectations about discipline and behavior that are clear, fair, and easy to understand
- Enforce the written Code of Conduct while exercising reasonable judgment in assessing particular situations as they arise
- Follow through on disciplinary action
- Be proactive in allocating resources to best serve the needs of students and staff for their overall well-being through education and awareness
- Consult with, participate in and actively support the school council
- Work constructively and co-operatively with the elected student council to encourage those students who assume extra responsibilities and ensure that their leadership experience is beneficial to the individuals and the student body and those students are recognized (if applicable)
- Communicate effectively with parents through personal contact, regular newsletters, and expanded use of the Internet as a communication tool
- Call on the assistance of the superintendent or trustee in situations when appropriate and/or necessary
- Support and encourage the professional development of staff
- Welcome the views and opinions of the school council, parents, and other community members in the decision making process

- Expect teachers to model good citizenship and positive behavior
- Create a safe, orderly environment in which students learn and work
- Ensure the safety of all students and staff
- Be actively involved in supporting student achievement through the School Improvement Plan for Student Achievement
- Responds appropriately and supportively to address mental health and well-being and follows through to access support from Board professionals such as psychologists, counselors and other community agencies
- Ensure that Health and Safety standards are followed

ACADEMIC CRITERIA

The principal should be prepared to:

- Ensure that teachers are qualified and educated in the subjects that they are teaching
- Ensure that EQAO test results form an integral part of program reviews and subsequent development of plans for student achievement
- Follow established board procedures for evaluation of teachers and support staff
- Celebrate student success and achievement
- Promote the use of technology
- Support all levels of student ability

SKILLS

The principal of Kettleby PS:

- Establishes and communicates a vision of learning excellence
- Motivator of both staff and students encouraging them to achieve their full potential
- Provides leadership and support to all staff and students
- Recognizes and supports a variety of teaching styles
- Works with the entire community of staff, students, families, and community members
- Competent manager of time, people and resources
- Has the ability to familiarize oneself with all students in the school

PERSONAL CHARACTERISTICS

The principal of Kettleby PS:

- Demonstrates a positive attitude and sense of humour
- Is diplomatic, fair and equitable in his or her practices
- Recognizes his or her own strengths and limitations
- Is an involved, "out-of-the office" principal who is aware of what is going on; and be a physical presence with the students, staff and families
- Is respectful of staff members' individual commitments, talents, responsibilities and needs
- Is aware and appreciative of parent and community volunteers
- Has an open door to staff, students and members of the community
- Possesses an understanding of the community
- Makes all individuals feel welcome when entering the school
- Is an excellent role model for students and staff