



## Policy Manual – Human Resources

### H.T.03 – Principals/Vice-Principals Qualifications and Duties PROCEDURES

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1. The principal/vice-principal shall:
  - **have principal qualifications as identified in the Education Act;**
  - **provide Christian witness, proclaim and live the teachings of the Catholic Church;**
  - **have a Special Education Specialist and/or Special Education, Part 1 and Special Education for Administrators Additional Qualification course;**
  - possess a thorough knowledge of those laws, regulations and procedures governing the position;
  - coordinate all administrative and supervisory activities which occur in the school;
  - be responsible for the administration of Board policies and procedures and to ensure that school staffs have knowledge of the policies, procedures, program initiatives and administrative directives;
  - maintain cooperation with parents, the Catholic School Council, the **Parish** community and, where applicable, other community agencies; **and,**
  - have completed Religion Specialist Certification and regularly participate in the Religious Renewal process **as per Board policy.**
  
2. In the absence of the principal of a school, a vice-principal, where a vice-principal has been appointed for the school, shall be in charge of the school and shall perform the duties of the principal. (R.R.O 1990, Reg. 298, s. 12 (3))