

# Job Description

Position Title:	<b>District Principal – Safe and Healthy Schools</b>		
Supervisor:	<b>Associate Superintendent</b>	Date of Revision:	<b>February 6, 2020</b>

## Position Summary

The District Principal, Safe and Healthy Schools will provide support to the District and school to identify and implement programs and strategies related to social-emotional learning (SEL), comprehensive school health (CSH) and mental health literacy (MHL) approaches in District schools and worksites, safe school initiatives and critical incident support.

## Duties and Responsibilities

- Participates as a regular member of the District’s Leadership Team.
- Assists in the development of the annual budget and prepares cost estimates based on program needs.
- Manages a departmental budget and ensures that programs are cost-effective and funds are managed prudently.
- Prepares, reviews, and revises job descriptions in the department in collaboration with Human Resources.
- Supervises staff and provides regular feedback and coaching to assist them in performing their best.
- Coordinates staffing in a collaborative and cross-curricular manner.
- Evaluates job performance of staff on an annual basis using the District’s policies and procedures.
- Represents the District on local, regional and provincial networks and committees.
- Leads the coordination, development and implementation of the District’s strategy related to increased connection to social-emotional learning and overall health approaches across the district.
- Provides day-to-day leadership and management of District initiatives related to SEL, CSH, MHL.
- Supports the implementation of Ministry of Education curriculum as it relates to SEL, CSH and MHL.
- Understands and leads Universal Design for Learning and Aboriginal Ways of Knowing.

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- Leverages, embeds and demonstrates curricular and competency outcomes related to CSH and SEL to ensure that they are accessible for every learner.
- Collaborates with District departments and schools to build youth and adult allies for CSH, SEL and MHL within the broader learning community.
- Creates opportunities for professional development and training in strategies, philosophies and structures that support Social Emotional Learning.
- Assists with the administration of the District's health and well-being related strategic priorities.
- Supports the continued development and implementation of promising practices to support health and well-being in schools.
- Networks with external agencies in order to build productive relationships in support of the District initiatives related to SEL, CSH and MHL.
- Develops and supports broad-based programs and strategies to support students with challenging behaviours.
- Fosters the continued support for Diversity as it exists in our schools in the form of sexual orientation, gender identity and social-emotional needs.
- Reviews and makes recommendations for District direction related to:
  - Relationships and Environments: i.e. the social environment as it relates to quality of relationships and emotional well-being and the physical spaces in buildings.
  - Teaching and Learning: i.e. teaching and learning opportunities both inside and outside the classroom that help to build knowledge and skills to improve health and well-being.
  - Policies: i.e. provincial, district, school, and classroom policies, procedures, rules and or codes of conduct at all levels that help to shape a caring and safe school environment.
- Supports Safe School initiatives through Ministry programs such as ERASE.
- Oversees and supports District counselling programs as they relate to student mental health.

## Education and Experience

- A Masters' degree in educational leadership or a related field.
- A valid BC teaching certificate or eligibility for certification with the BC Teacher Regulation Branch.
- A minimum of five years of successful experience as a school-based principal/vice-principal.
- A minimum of two years of experience related to the intersection of health and education.

## Competencies

- **Model Leadership:** Demonstrate exemplary school leadership and communication skills.
- **Demonstrate Instructional Excellence:** Provide instructional leadership and foster an environment of instructional excellence that focuses on student learning in alignment with B.C.'s transformed curriculum.
- **Foster Innovation:** Promote innovative, transformative practices to support student engagement and learning.
- **Provide a Strategic Focus:** Establish the strategic direction and vision of the school that reflects personalized learning and 21<sup>st</sup> century concepts.
- **Create a Safe Learning Environment:** Ensure a safe and caring school culture that creates a sense of belonging for all students and promotes school spirit.
- **Proactively Solve Problems and Effectively Make Decisions:** Model a positive inquiry-based approach to problem-solving and a collaborative approach to decision-making.
- **Build Relationships through Collaboration:** Build strong relationships and collaboratively work with students, staff, parents and community organizations to enhance student achievement.
- **Develop Others:** Inspires and supports staff to reach their full potential.
- **Lead Change:** Focus on solutions to address educational challenges and have a proven ability to lead change.
- **Embrace Diversity and Inclusion:** Nurture the inclusion of indigenous culture, content and courses.
- **Continuously Learn:** Embrace challenges and seek opportunities to develop as an educational leader and demonstrate a commitment to ongoing professional learning.