

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



ADMINISTRATIVE PROCEDURE 502 ROLE OF THE SCHOOL PRINCIPAL

Purpose:

School principals ("Principals") serve as the cornerstone of student success, staff empowerment, and community engagement. As visionary leaders, they cultivate a school culture grounded in collaboration and equity, ensuring that every student has the opportunity to thrive. This Administrative Procedure defines the fundamental responsibilities and expectations of Principals as instructional leaders, operational stewards, and community connectors.

Rooted in professional growth, effective communication, and the shared values of the Chilliwack School District (the "District"), this framework aligns with the BCPVPA Leadership Standards, emphasizing self-awareness, team development, and systemic leadership. By embracing innovation, fostering strong relationships, and upholding the highest standards of professional practice, principals inspire excellence and drive continuous improvement—both within their schools and across the broader educational landscape.

Roles and Responsibilities

The Principal is responsible for overall supervision and operation of their individual school. This responsibility includes duties identified by the School Act and the Board of Education (the "Board"), inclusive of school management, program implementation, staff supervision and evaluation, community relations, and site operations.

The Principal is also expected to function as part of a District administrative team and to play an appropriate leadership role in District initiatives.

Principals will be knowledgeable of:

- The [School Act](#), its [Regulations](#) and [Ministerial Orders](#)
- [School District Strategic Plan](#)
- [Board Policies and Administrative Procedures](#)
- [Collective Agreements](#)
- [Framework for Enhancement of Student Learning](#)
- [Emergency Preparedness Plan](#)
- Local Education Agreements and [Enhancement Agreements](#)
- Applicable [Interministerial Protocols](#)

Related Legislation: School Act, Fire Safety Act, WorkSafe BC, Freedom of Information and Protection of Privacy Act, Teachers Act, Your Offenders (British Columbia) Act,

Related Contract Article: Nil

Adopted: October 24, 2025

Amended: xxxx

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)

Administrative Procedure



- [BC Ministry of Education Inclusive Education Services: A Manual of Policies, Procedures and Guidelines](#)
- [School Protection Program](#)
- [Occupational Health and Safety Program](#)
- Other legislation affecting the operation of the school including:
 - [Fire Safety Act](#)
 - [WorkSafe BC](#)
 - [Freedom of Information and Protection of Privacy Act](#)
 - [The Teachers Act](#)
 - [The Young Offenders \(British Columbia\) Act](#)

Principals will be responsible for:

1. Educational Leadership and Program Implementation

- Guide the development and implementation of the District's shared values, vision, mission and goals to support learning and achievement for all students.
- Develop school plans for student achievement which will address present and future educational needs of the school/program.
- Provide leadership and foster conditions which will lead to the improvement of the educational program.
- Be knowledgeable and provide guidance regarding current curricula, instructional and assessment practices and their impact on student learning and achievement.
- Ensure that school policies and practices address systemic barriers and support diverse student needs to promote equity and inclusion.

2. School Management and Operations

- Design and staff an organizational structure, in cooperation with the District administration, which will ensure that educational and administrative functions are carried out effectively and efficiently.
- Supervise all aspects of the school's operation (educational, financial and facilities) in collaboration with the Assistant Superintendent.
- Ensure compliance with health and safety regulations and maintain a safe, inclusive, and secure school environment, including emergency and risk management planning.

3. Staff Supervision and Development

Related Legislation: School Act, Fire Safety Act, WorkSafe BC, Freedom of Information and Protection of Privacy Act, Teachers Act, Young Offenders (British Columbia) Act,

Related Contract Article: Nil

Adopted: October 24, 2025

Amended: xxxx

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)

Administrative Procedure



- Provide leadership and foster conditions which will lead to the effective performance of employees.
- Be responsible for implementation of the Board's collective agreements, including supervision of employees covered by the collective agreements.

4. Community Relations and Engagement

- Function as part of a District administrative team and to play an appropriate leadership role in District initiatives.
- Build and support positive and effective working relationships within the school and community.
- Support and advise the school's Parents' Advisory Council.
- Liaise with those community agencies that support the needs of children.
- Building relationships with Indigenous communities to ensure their voice is included in school planning.

Supporting Internal Documents

- [Excluded Compensation Philosophy – PVP Group](#)
- [Annual Self-Assessment – Principal](#)

NOTE: Vice principals are encouraged to use this document as a framework for their own professional development, aspiring to the standards and responsibilities outlined for the principal as they grow in their leadership role.