

PRINCIPAL PROFILE REFERENCE DOCUMENT

We are pleased to share this reference document as you consider sharing your Catholic School Council's perspective on principal profiles. Below, you will find some key characteristics and competencies of an effective Catholic school principal. Please take a few minutes to review this information before you provide feedback to us about the needs of your school community.

Please remember that this information is not an evaluation of the current principal/vice-principal in your school. The information that we collect from each Catholic School Council will be used by the Director of Education and her team as principal placements are considered.

Catholic Leadership and Vision

- Provides a sense of direction for staff and students that is consistent with the NCDSB vision, as well as, the vision of the Ontario Ministry of Education
- Promotes and fosters a faith-based community within the school
- Actively fosters links between the school and the local Catholic parish
- Promotes social justice and community outreach initiatives
- Promotes awareness and understanding of the Ontario Catholic Graduate Expectations
- Provides a visible, tangible example of living in faith
- Demonstrates leadership by example
- Motivates staff and students to work to their potential at all times

Administrative Ability

- Sets, manages and communicates school priorities, in consultation with staff, parents and community as appropriate
- Has strong knowledge of Ontario Ministry of Education and NCDSB policies and procedures and applies these with wisdom
- Places students as the top priority at all times
- Balances school priorities with board and provincial policy initiatives and priorities
- Promotes student leadership and self-advocacy through support of Student Council and student-led initiatives
- Calm, efficient and effective crisis management
- Ensures a safe environment exists for students
- Continually looks to improve the school environment for the benefit of the entire school community
- Demonstrates strong problem solving abilities
- Manages the school budget efficiently and effectively to provide for student needs
- Shows innovation and can think outside traditional paradigms
- Communicates School Improvement Plans to staff, parents, the Catholic School Council and the school community
- Open-minded and collaborative

Student Success and Well-Being

- Promotes excellence in the areas of character building, academics, athletics and the arts and fosters positive school spirit
- In promoting school spirit, includes students, staff and parents
- Promotes an enjoyable learning environment and learning experience for students
- Promotes and encourages professional development for staff
- Promotes and encourages parental awareness of Ontario Ministry of Education, NCDSB and School resources to enable them to support student achievement
- Ensures that school results are clearly communicated to parents
- Demonstrates knowledge of effective transitions and facilitates these transitions to ensure a strong potential to succeed in secondary school
- Advocates on behalf of students with exceptionalities to ensure that the educational resources that exist to support them are put in place for this purpose
- Fosters the use of technology to support, enhance and accelerate learning

Safe and Accepting Schools

- Highly visible, friendly and interactive with students
- Sensitive to the needs and advocates for all students
- Encourages staff involvement in all aspects of school life
- Demonstrates ability to communicate and interact appropriately with all school community partners
- Commits to the enhancement of morale and positive working relationships among staff, students, parents, and the community at large

Parent and Community Engagement

- Regards parents as partners
- Appreciates and is supportive of parents' roles in the school community
- Shares and seeks input into School Improvement Plans, School Budget and Staffing models
- Ensures timely two-way communication with parents including newsletters and meetings
- Establishes a clear process for communicating problems that is positive and respectful
- Uses online communication tools to keep parents informed about events and activities at the school