

Developing an Administration(Principal) Profile School Council Template for Input into Principal Selection

School _____

School Council _____

Date _____ 20 _____

Each TVDSB School Council is asked to provide to their 'Family of Schools' Superintendent an annual Principal/Vice-Principal Profile for their school. This template provides the school council a format in which to discuss and comment upon the characteristics best suited to your school community.

Please remember that this information is **not an evaluation** of the current principal/vice-principal in your school. It is a **reference document** which will be used by the superintendent and Trustees in the process of considering future transfers or appointments for principal or vice-principal. You are welcome to include any additional items as deemed appropriate by the School Council.

Please note that this template is supplied as a general guideline. The following are important factors to consider:

- Consult as widely in your community as possible.
- Publicize this item on your school council agenda so parents will know when and where it will be discussed.
- Feel free to create your own profile, use this template as a starter for discussion or rank the listed criteria.

The purpose of this document is to ensure an annual review of the specific leadership profile required by the school. Superintendents and Principals can provide assistance to school councils who request it.

Step One

List five interesting and relevant particulars about your School.

- 1.
- 2.
- 3.
- 4.
- 5.

Step Two The Image of the School Leader

Principals and vice-principals play an essential role as school leaders; utilize the **Leadership Framework for Principals and Vice-Principals** as an additional source.

Equity and Diversity

Sample discussion items for School Council

- *Ensures fairness is present in all aspects of school life.*
- *Embeds equity in all aspects.*
- *Encourages true parental involvement and seeks for innovative ways to guarantee a diverse School Council.*
- *Leads by example.*
- *Provides many meaningful opportunities for staff, students, community.*
- *Facilitates meaningful communication among home, school and community.*
- *Ability to advocate for all students.*
- *Promotes and acknowledges the richness of the community encompassing all diversity.*
- *Strong community base – one who celebrates the community's diversity and promotes it and inclusiveness within the school.*
- *Welcomes the community into the school and ensures the community is reflected within the school.*

Please provide the leadership characteristics best suited to the needs of your community:

Improving Student Success and Well-being

Program Review and Implementation

- *Ability to implement sound program.*
- *Understands ministry and curriculum policy.*
- *Demonstrates knowledge of curriculum requirements, including the development of Individual Education Plans (IEP's).*
- *Conducts systematic reviews of all programs.*
- *Sets a tone that is fair and fosters mutual respect.*
- *Promotes co-curricular activities and fosters positive school spirit.*
- *Knowledge of effective transitions and facilitates these transitions for students and parents (eg. Grade 5 – 6, or elementary school to secondary)*
- *Ensures a variety of achievement measures, including for example EQAO assessment results form and integral part of program reviews and subsequent development of plans for student achievement.*
- *Communicates School Improvement Plans to staff, parents, the School Council and the school community.*
- *Uses a variety of assessment results to review programming for students.*
- *Ensures that school results are clearly communicated to parents.*

Please provide the leadership characteristics best suited to the needs of your community:

Parent and Community Engagement

A few examples of suggested comments:

- *Regards parents' as partners valuing parent leadership.*
- *Appreciative and supportive of parents' role in the school community.*
- *Shares and seeks input into School Improvement Plans, School Budget and Staffing models.*
- *Ensures measures of school results are communicated to parents in parent friendly language.*
- *Timely two-way communication with parents including newsletters and meetings, focus groups.*
- *Establishes a clear process for communicating problems that is positive and respectful.*
- *Open-minded and collaborative.*
- *Co-constructs with parent leaders meaningful parent engagement initiatives.*
- *Recognizes and values the Home and School Association*

Please provide the leadership characteristics best suited to the needs of your community:

Safe & Accepting School

- *Highly visible, friendly and interactive with students.*
- *Sensitive to the needs of 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.*
- *Regular communication with parents and staff.*
- *Establishes a clear process for communicating problems that is positive and respectful.*

Please provide the leadership characteristics best suited to the needs of your community:

Comprehensive Statement- Please add additional comments that will be pertinent to the selection of a principal (Administrator) for you school that has not been covered above. For example you may wish to highlight you school's particular special needs, educational environment, uniqueness and the school community.

- To ensure relevance and accuracy please in each school year:
- ✓ evaluate by school council, include the date of the review
 - ✓ annually submit to TVDSB Superintendent of Education

School Council Chairperson

Date
