

# Role of the principal

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The principal has the overall responsibility for the education that is provided to the students and for the management of the school, within DEECD guidelines and government policies. Principals have a clear set of accountabilities in relation to the operation of the school.

As executive officer of school council, the principal is responsible for:

- giving school council timely advice about educational and other matters
- reporting annually to the school council on the school's performance against its strategic plan
- making sure that whatever school council decides is acted upon
- writing all correspondence authorised by school council
- talking with the school council president about school council business
- making sure that school council meetings have the assistance and resources needed to enable school councillors to do their job
- ensuring that minutes of the meeting are recorded accurately
- being an ex-officio member of all school council sub-committees. This means that because of his/her official position, the principal is a member of all sub-committees.

The principal is also:

- responsible for the overall day-to-day management of the school
- accountable for ensuring the delivery of a comprehensive education program to all students
- accountable for the preparation, implementation and evaluation of the school's strategic plan
- responsible for the establishment and management of school financial systems in accordance with DEECD and school council requirements
- responsible for promoting structures and processes designed to encourage cooperative school–parent, school–student and school–community relationships
- the senior DEECD representative for the school and, along with the school council president, acts as spokesperson for the school and as the school's representative at public events.