

Role of the principal

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 development, 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 the development of the budget
- responsible for promoting structures and processes designed to encourage cooperative school–family, 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.