



PRINCIPAL/VICE-PRINCIPAL PROFILE

CATHOLIC SCHOOL ADVISORY COUNCIL

INPUT FORM

2008 - 2009

BACKGROUND

*The Regulation governing Catholic School Advisory Councils requires the Toronto Catholic District School Board to solicit the views of the councils with respect to, among others, the process and criteria applicable to the placement of principals and vice-principals. Superintendents of Education use this information when appointing a principal or a vice-principal to a school.

**Reference: Ministry of Education: School Councils – A Guide for Members (2001), Section 3.9-3.18*

Catholic School Advisory Councils are invited to complete the “Principal/Vice-Principal Profile” by January 31 of each school year. This form is to be sent to the appropriate Field Superintendent.

PART ONE

Please indicate the unique characteristics of your school which should be considered when appointing a principal and/or a vice-principal to your school community:

The principal is proactive in further developing and promoting the following programs that are available at Bishop Allen:

Congregated Advanced Placement
French Immersion / Extended French

Resource or Special Needs / Multiple Exceptionalities
School Team sports

The principal is proactive in enhancing the academic climate in the school and in focusing on success for all students.

A strong advocate for adequate facilities and other resources that are conducive to a healthy and productive learning environment.

The principal is proactive in taking steps to ensure the compliance with Ministry of Education standards and policies. Staff morale is given a high priority.

Please see over...

PART TWO

We welcome and place great importance on your input regarding the qualities to be considered in the appointment of a new Principal/Vice-Principal. Please provide your comments in any or all of the following categories, or on any other aspects you feel are relevant.

1) What characteristics should a Principal/Vice Principal possess that would demonstrate Gospel Values?

The principal is faithful to our Catholic roots and traditions and ensures that our Catholic vision permeates all aspects of school life...including curriculum, policies, all decisions and all relationships among members of the community.

The principal is a person of integrity who treats all others with consideration and respect. The principal adopts an open door policy to stay in touch with the needs of the school community.

2) What Personal Attributes do you feel the new Principal/Vice-Principal should have?

Effective communication and relationship skills with staff, students and parents.

3) What do you view as the essential Leadership Qualities in a Principal/Vice-Principal?

The principal is consultative and collaborative. The principal directs staff and leads by example. Staff have a sense of ownership and shared mission. Staff have respect for the abilities of the principal and want to work with him/her. The principal addresses any problem areas sensitively and efficiently.

4) What Organizational Skills and Management Traits should be exhibited by a Principal/Vice-Principal?

The principal has the ability to organize complex detailed projects and events. The principal has the ability to co-ordinate the efforts of staff and achieve a common goal.

5) List any other Additional Characteristics:

The principal is a person of humility who is energetic, positive and prepared to do what it takes for his/her noble calling.

*Thank you very much for your time and attention to this request.
Please forward this form to your local Superintendent of Education.*

Please Print

School Name: BISHOP ALLEN ACADEMY

Name of Principal/Vice-Principal: SUE SILLERY

Date: January 28, 2008