

## Principal - Administrative Monthly Duties

### August

- Write staff welcome back letter
- Review admin team duties with APs
- Share updated annual calendar
- Draft first staff meeting agenda
- Review and revise timetable
- Review and revise budget
- Create letter and send out with draft timetables for students
- Finish staffing
- Review and finish edit of staff handbook
- Final review and finish edit of student handbook
- Update staff contact information in Office
- Contact incoming School Council executive
- Contact incoming Student Leaders
- Draft Staff Meeting agenda for first staff meeting - pm Day 1
- Finalize PL plan for start up
- Ensure Respect in Sport registrants for all seasonal coaches - check with AP
- Revise New staff orientation plan
- Finalize first day procedures for students
- Write first Flyer article
- Liaise with community partners
- Share with all staff, RVS web presence expectations
- Assign PGP conversations to admin team
- Ensure internal and public calendars are current
- Review webpage to ensure it is current and compliant
- Assign evaluation observations

### September

- Update Hour Zero emergency information
- Review diploma results with Learning Leaders
- Provide new teachers with PLONE expectations and support as required
- Update school web page
- Work on SARR
- Solicit parent, student and staff feedback for SARR
- Work on budget
- Collect course outlines and long range plans
- Collect / have submission of PGPs

- Staff Meeting agenda
- Create AL Meeting Agendas
- Write Flyer articles
- School Council report
- Ensure PAT results are printed and mailed to grade 10 students \*\*\*

**October**

- Book Professional Growth Plan Conversations
- Finalize SARR
- Authorization of Class Sizes on Extranet
- SARR review meeting with EC staff
- Term I end SEP review with ALs and departments
- Finalize budget
- Create AL Meeting Agendas
- Write Flyer articles
- Create Staff meeting agenda
- Begin new teacher evaluations
- Identify and speak with at-risk grade 12 students
- Implement success plans with at-risk grade 12 students
- Graduation Parent meeting regarding requirements
- Reminder to prepare TERM II Timetables for distribution / access on Day 1 of Term II

**November**

- Ensure January exam schedule is published for November 1
- Ensure diploma exam registration with Alberta Education
- CEU correction submission by November 15
- Write Flyer articles
- Create School Council report
- Create Staff meeting agenda
- Create AL meeting agendas

**December**

- Write Flyer articles
- Create School Council report
- Create Staff meeting agenda
- Create AL meeting agenda(s)
- Plan staff celebration

**January**

- Submit teacher evaluations by January 15
- Write Flyer articles
- Review Registration and Orientation Letters and Forms for next year
- Create School Council report
- Create Staff meeting agenda
- Prepare PGP Reflection journal entry for Staff Meeting
- Create AL meeting agendas
- Submit first evaluations for new teachers to HR
- Creation and distribution of Semester I report cards
- Creation of Honor Roll and Honorable Mention lists
- Reminder to prepare TERM III Timetables for distribution/access on Day 1 of Term III
- Prepare failure / at risk list for all grades
- Create mid-year vision / reflection presentation for February Staff Meeting

## **February**

- Update web page and remind teachers to update individual web pages
- Reminder for all staff to review IPPs for Semester II students
- Prepare and present PPT for Vision at staff meeting
- Ensure - Administer the Accountability Pillar Survey (gr. 10s)
- Initiate registration and timetabling process for next year
- Alberta Education submission by Feb. 2
- Track CEUs submission
- Term II SEP Review with ALs and departments
- Send letters of invitation to Graduation guests
- Write Flyer articles
- Create School Council report
- Create Staff meeting agenda
- Staff Intention forms for next year
- Begin second round of new teacher evaluations
- Create AL meeting agendas
- Edit letter of invitation to Grade 8 new student orientation
- Revise course selection guide and registration forms for all grades

## **March**

- Approve accommodations for diploma exams and PATs
- New student registrations and orientations (gr. 8)
- Send letter of invitation to Grade 8 students for orientation
- Write Flyer articles
- Initiate Staffing decisions for new year
- Prepare Grade 8 to 9 Orientation Evening

- Prepare Grade 9 to 10 Orientation Evening
- Create School Council report
- Create Staff meeting agenda
- Create AL meeting agendas
- Begin SEP work with staff, students and parents
- Begin calendar for subsequent year
- Send out letters to Out of Area students in grades 9 to 11

#### April

- Submit teacher evaluations by April 15
- Ensure June Exam schedule is published for April 1
- Write Flyer articles
- Create School Council report
- Create Staff meeting agenda
- Create AL meeting agenda(s)
- Submit second evaluations for new staff to HR
- Term II SEP review with ALs and departments
- Initiate process for next year's AL positions
- SEP work with staff, students and parents
- Begin developing budget
- Staffing decisions for new year
- Reminder to prepare TERM IV Timetables for distribution/access on Day 1 of Term IV

#### May

- Meet with parents / students at risk for graduation
- **TIMETABLE built by no later than end of third week of -May**
- **Students LOADED by no later than end of first week of June**
- Completion of SEP
- SEP meeting with EC staff
- Budget finalization
- Authorization of Class Sizes on Extranet
- Staffing for new year continues
- Professional Growth Plan year end conversations
- Set School Calendar for next school year
- Review and revise Student Handbook
- Review and revise Staff Handbook
- Write Flyer articles
- Reminder to coaches, provide list of students with outstanding activity fees
- Create School Council report
- Create Staff meeting agenda

- Create AL meeting agenda(s)
- Solicit names for RVS Citizenship Awards
- Determine valedictorian after Term III report card issued
- Collect purchasing cards by end of second week of May
- Notify teachers that purchasing cards for consumable classes i.e. Foods - will be collected last day of classes

## **June**

- Submit AP evaluations by June 15
- Submit RVS names for awards by June 15
- Receive student names of attendance / achievement issue students by end of second week
- Issue letters to attendance issue students in last week of June (OOA)
- Write Flyer articles
- Staffing for new year gets finalized
- Budget revisions
- Create School Council report
- Create Staff meeting agenda
- Create AL meeting agendas
- AL Year End Celebration
- Graduation ceremony
- Review marks prior to report cards being issued
- Ensure appeal data is submitted to Office
- Ensure going away gifts and celebrations are coordinated

## **July**

- Staffing for new year gets finalized
- Marks' submission to Alberta Education
- Track CEUs submission
- Ensure School Council report is tabled with RVS