

## MS 2.2

### 1.1

## Principal Manual

### General duties and responsibilities

#### **Overview**

At Core Education & Fine Arts (CEFA®), the Principal has a very unique role to play; one of great leadership.

The Principal is the only person who is constantly immersed in the CEFA curriculum, new developments, educational strategies and material. You are the pure representation of the CEFA method, its philosophy and its application.

With great leadership, however, comes great responsibility. You are there to establish a relationship of trust, inspiration, pride and happiness amongst Teachers especially, and staff in general. You have been sent to ensure that the school succeeds in its efforts to be a true CEFA school, and its success depends on you.

#### **The Principal's role**

The Principal's role is to inspire Teachers to become better Teachers, and to facilitate the implementation of the CEFA educational method and philosophy.

For that, the Principal will always be respectful of (good and not so good) ideas, be a true listener and be prepared with countless resources and ideas to bring to the table.

Due to the importance of the Principal's role, much effort must be concentrated, especially at the beginning, in understanding the school's daily functioning. The Principal must be not only familiar with his or her own role, but also with everyone else's.

Keep in mind that the Principal Manual only contains the information that applies directly and exclusively to the Principal. This role requires familiarity with not only the contents of its own (Principal) Manual, but with all of the other Manuals as well. This will help clarify the Principal's role, as well as the ultimate goals and mission of our school. It will also help in providing perspective when giving feedback or brainstorming for solutions to difficulties.

#### **Office dress code**

Because the Principal is often in meetings and interviews with parents, business attire is required. This means preferably a suit although a skirt or pants and a blouse are acceptable at times. Jeans or stretch pants must never be worn. Shoes must also be worn, no sneakers or sandals.

#### **Classroom or out-of-school dress code**

When the Principal is in the classroom (3 hours per classroom per week, no less than 15 hours a week) working with the Teachers, or out on a field trip, observation, or casual event, the CEFA tunic can be worn. It is recommended that during those times, the

Principal clearly informs the parents (by way of a sign on the Principal's door) that she or he is working with the children.

### **General duties and responsibilities**

The general duties and responsibilities of the Principal are specifically detailed throughout this (Principal) Manual, in every Section. It is the responsibility of the Principal to read and understand this (Principal) Manual and fulfill all and any of the specified requirements.

In general, the Principal will:

- Ensure that the CEFA curriculum and general operational policies are carried out
- Provide stimulation and motivation for Teachers to spend time growing and learning together
- Monitor Teacher's progress and provide positive feedback regularly
- Work a minimum of 3 hours per classroom per week, no less than 15 hours a week, working with each and every Teacher, observing Teachers leading their activities, as well as presenting activities at times.
- Read every CEFA Manual
- Work with Teachers to hone their strengths and continue to develop in all areas
- Be a source of available resources for new and aspiring CEFA Teachers and share with them my experiences and insight as a CEFA Teacher
- Be up-to-date with the CEFA training, since you are there to help CEFA Teachers implement the program in their classrooms
- Organize fun Teacher (and spouse/partner) functions to provide opportunity for personal relationships to blossom between Teachers.
- Outside of in-class observations, schedule times to meet with Teachers on a one-to-one basis to inquire as to what they would like from the Principal in terms of any help the Principal could offer
- Set up monthly meetings with all Teachers on a one-to-one basis, to re-focus on goals and aspirations, and just to touch base
- Provide Teachers with written feedback and observations, recorded by the Principal while in the classroom
- Ensure that Teachers are following all procedures as detailed in the CEFA Manuals
- Ensure that Teachers keep their classrooms clean, neat, bright and welcoming at all times
- Ensure that all other areas in the school are clean and adequately maintained
- Track the overall progress of students by observing their work and level of participation
- Remember all staff birthdays and organize a celebration for the occasion
- Be ready to easily explain to others all the particulars of the school: What does it mean to be a Junior Kindergarten school? Keep in mind that you will be the one answering all of those questions to interested parents, you must be knowledgeable. The Principal must know this information in depth and utilize it constantly, with parents, Teachers and Management. You should be able to easily respond to the following questions:
  - How do you compare a Junior Kindergarten school to a pre-school?

- How do you compare a Junior Kindergarten school to a daycare?
  - What is the content of the curriculum?
  - What are the different options a parent has when choosing a schedule?
  - What are the tuition fees?
  - What is the Montessori method?
  - What is the Reggio Emilia method?
  - What is the CEFA method?
  - Where did the concept originate?
  - Who is the Founder?
  - What are the qualifications of the staff compared to other schools?
  - What types of families are attracted to Core Education & Fine Arts?
  - Other questions will also come to you or others. If there is ever a time where you feel uncertain about a question, politely let the person inquiring that you will speak with CEFA *Systems* and get back to them. Never leave a question unanswered, you can always speak with or e-mail CEFA *Systems* to discuss any of these doubts. You will never be regarded as incompetent or anything of the sort for not being sure. The more you ask, the more you know, and that can never be a negative point. Always remember what kind of person the Founder is, and how receptive to questions and feedback she has always been.
- Readily answer any questions with respect to the physical aspect of the school: know what every room is for and why it was designed in that particular way.
  - Know the contents of our website as well as all of our marketing material
  - Be able to convey information over the telephone and to book tours.
  - Be able to conduct a tour of the school.
  - Be familiar with the parents, the children and the staff at CEFA.
  - Organize files and computer files, in order to set up an efficient organizational system.
  - Have knowledge of the software used at CEFA that is, Word (latest version), Windows, Outlook, Excel and the Internet.
  - Plan and coordinate Teachers for school events.
  - Be prepared for a new staff to commence, as well as when someone departs the company. Be diligent with all documents and information required.
  - Be prepared to open and/or close the school. These responsibilities can be shared with the Administrator.
  - Be prepared to stay outside of your regular hours of work, to meet with Teachers or Management, or to catch up on outstanding work. Your position is of great responsibility.
  - Monitor and handle all aspects of Teacher guidance, not only training them on the CEFA method but also all other things concerning Teachers.
  - Be responsible for overseeing all parent communication.
  - Participate in all classroom/Teacher-parent conflict resolution, if need be.
  - Inform CEFA *Systems* immediately and in writing, being very specific, if the CEFA educational system is not being implemented satisfactorily by a Teacher or by

management, after having discussed it with them, or if you witness a conduct unbecoming of a CEFA Teacher or staff.

- Mediate interpersonal communication between Teachers.
- Screen and hire new Teachers
- Review classroom log books once a month, to ensure diligence in the part of the Teachers when recording data, as well as to be informed of minor incidents or details that might not have come to your attention.
- Meet all new parents enrolling their children, introduce *all* staff and discuss the details of our curriculum
- Read, understand, and follow the most updated version of all CEFA Manuals.
- Inform CEFA *Systems* as soon as you see or feel that a particular policy should be modified, established or eliminated.
- Have clear and open communication with CEFA *Systems*

### **Minimum expectations**

You have been chosen for this position mostly because of who you are as a person. It is important that you always be punctual, well spoken, efficient, discreet and pleasant on the telephone as well as in person. We also expect that you perform your duties as required, and inform your employer of any responsibilities attributed to you that you feel you are not able to fulfill, either permanently or temporarily.