



Principals' Annual Work Plan

Revised November 22nd , 2007

SEPTEMBER	
Student registration	September
Staff List – with assignments & FTE's (include ECS)	Principal Meeting
Principal Administrative Time (%)	Principal Meeting
School Student Enrolment figures to Central Office	September 15 and 30th
Review Board Policies and Administrative Procedures	Staff Meeting
Submit to Central Office all Coded Students	Principal Meeting
Distribute and Collect Internet User Agreement	September 30
Alternate plans to accommodate students during emergency in place and conveyed to the students, parents and public	September 30
Computer information plan re use of computers developed and reviewed with staff and students	September 30
Review school disaster plan with staff	Staff Meeting
OCTOBER	
Student Information System (Trevlac) Submission	Check Requirements
Review and Development of IPP's	Staff Meeting
Teacher Professional Growth Plans in Place at Schools	Staff Meeting
School Council Annual Report	School Council Meeting
Monitor Student Performance on report cards	Staff Meeting
School Council Formation Meeting	School Council Meeting
Review Board Policies and Administrative Procedures	School Council Meeting
Detailed School Calendar, final exam dates, report card dates, parent-teacher interview dates	Principal Meeting
New Employees Confidentiality Form Signed and Submitted	Principal Meeting
New Volunteers Confidentiality Form Signed and Submitted	Principal Meeting
NOVEMBER	
School Annual Education Results Report Submitted	End of First Week
School Council Annual Report Submitted	End of First Week
January Diploma Exam Registration	Check Requirements
Monitor Mild/Moderate IPP's	Check Requirements
Accommodation Request for Diploma Exam	Check Requirements
School responsibility for aspects of the Board Three Year Plan	Principal Meeting
School AERR posted on school website and communicated to public	November 30

Principal Annual Performance	Principal Meeting
DECEMBER	
Monitor Student Performance on report cards	Staff Meeting
JANUARY	
Return of Diploma Exam materials	Check Requirements
School Awarded Marks (Diploma)	Check Requirements
Register students for second semester	January 30
FEBRUARY	
School Awarded Marks (Non-Diploma)	Staff Meeting
Request for <u>Special Provisions</u> and <u>Exemptions</u> on PAT's	Check Requirements
Report re school responsibility for aspects of the Divisional Three Year Plan	Principal Meeting
Review Board Policies and Administrative Procedures	Staff Meeting
MARCH	
2 nd SIS (Trevlac) Submission	Check Requirements
Review Board Policies and Administrative Procedures	School Council Meeting
Detailed School Calendar, final exam dates, report card dates, parent-teacher interview dates	Staff Meeting
APRIL	
Accommodation Request for Achievement Exam	Check Requirements
June Diploma Exam Registration	Check Requirements
Review school disaster plan	Staff Meeting
MAY	
Principal Supervision Report Submitted	Principal Meeting
Accommodation Request for Diploma Exam	Check Requirements
Teacher Evaluation Reports	Principal Meeting
Support Staff Evaluation Reports	Principal Meeting
Report re school responsibility for aspects of the Divisional Three Year Plan	Principal Meeting
Report the number of hours of student instruction assigned for next year by grade and school	Principal Meeting
JUNE	
Return of Diploma Materials	Check Requirements
School Awarded Marks (Diploma)	Check Requirements
Scholarship Application Deadline	Check Requirements
Requests for Exemptions (Diploma)	Check Requirements
Inventory Check – Administrative Procedure 515	Principal Meeting

JULY	
School Awarded Marks (Non-Diploma)	Check Requirements
School Inventory List submitted to Central Office	July 15
MONTHLY BASIS	
School Staff Meetings	School designation
Principal Meetings	As determined in each meeting
School Council Meetings	School Council designation