administrative regulation

Role of the Principal

Administrative Regulation No. 1004.1

Classification: General

Effective Date: November 30, 2026

1 | Purpose

The purpose of this administrative regulation is to:

- Outline the role of the Principal in regard to legislation, other provincial standards, and CBE policies.

2 | Scope

This administrative regulation applies to:

- Principals and Acting Principals.

3 | Compliance

All employees are responsible for knowing this administrative regulation.

All principals and acting principals are responsible for knowing, understanding and complying with this AR.

Failure to comply with this administrative regulation may result in disciplinary action up to and including termination of employment.

4 | Principles

The following principles apply.

- The Alberta Education Leadership Quality Standard (LQS) provides a framework to support the professional growth, supervision and evaluation of all principals and school jurisdiction leaders.
- CBE is committed to creating safe and caring environments that foster and maintain respectful and responsible behaviours.
- Every CBE school requires strong leadership for the organization to be successful in achieving the goals of the Education Plan.

5 | Definitions

CBE: means The Calgary Board of Education.

Leadership Quality Standard (LQS): outlines the professional expectations that principals and school jurisdiction leaders in Alberta must demonstrate to create the conditions under which teachers can do their best work.

Teaching Quality Standard (TQS): describes the professional expectations for teachers in Alberta who work directly with students.

6 | Regulation Statement

General

A principal shall:

1) At all times, act in full accordance with the *Education Act*, as well as other applicable provincial statutes.
2) Demonstrate full alignment with the current provincial Leadership Quality Standard.
3) Hold a leadership certificate as prescribed by the *Education Act* and Alberta Certification of Teachers and Teacher Leaders Regulation.
4) At all times, act in a manner that maintains the Vision, Mission and Values of the CBE, in accordance with all policies, administrative regulations, the Education Plan, and within the provisions of employee collective agreements.

7 | Procedure

Responsibilities

A principal shall:

1) Ensure the creation or updating, monitoring, and evaluation of their school's development plan in alignment with the CBE's Education Plan.
2) Ensure the conditions within which quality teaching and optimum learning can occur and be sustained.
3) Promote positive attitudes in students and staff toward self, others, school, education, and the school community.
4) Maintain order and discipline in the school, on the school grounds, and during activities sponsored by the CBE.
5) Provide support for staff and develop an effective learning climate.
6) Deploy school-based staff to make effective use of their particular knowledge and abilities in providing programs and services for students, in alignment with 7(11) below.
7) Reasonably seek the input of staff, as appropriate, into decisions at the school.

Management Functions

In performing the management function in the school, the principal shall:

8) Be responsible for safety and welfare of students and staff while participating in school activities.

9) Implement professional growth, supervision and evaluation processes to ensure that all teachers meet the Teaching Quality Standard.

10) Collaboratively develop and monitor the professional development for all school staff.

11) Delegate appropriate responsibilities and tasks to staff members in accordance with CBE policy, regulations, and relative collective agreements.

12) Provide input into community use of the school in accordance with CBE procedure.

13) Collaboratively develop the school budget in alignment with CBE vision, goals, priorities, Administrative Regulations, and Operational Expectations.

14) Pursuant to the *Education Act*, establish a School Council and advise the School Council on its operation.

CBE Representative

As the representative of the Chief Superintendent in the school, the principal shall:

15) Communicate, as required, administrative regulations, procedures and policies to the appropriate interest holders including staff, students, parents and community.

16) Advise the Education Director responsible for the school of the existence of conditions which adversely affect the operation of the school or the instructional program.

17) Complete and submit required reports or forms.

18) Attend meetings as required.

Application

19) The provisions in this administrative regulation are to be considered in their totality.

8 | History

Approval	March 15, 1963
Revision/Review Dates	March 18, 1985 April 5, 1988 February 15, 2003 March 4, 2024 November 30, 2026
Next Review	November 2031

9 | Related Information

Operational Expectations

- OE-1: Global Operational Expectations
- OE-2: Learning Environment/Treatment of Students
- OE-4: Treatment of Employees

Administrative Regulations

- AR 4027: Employee Code of Conduct;

Legislation

- *Education Act*, SA 2012, c E-0.3
  - *Leadership quality standard,* Aberta Education and Childcare (2023). Ministerial Order #002/2020.
  - *Teaching quality standard*, Alberta Education and Childcare (2020). Ministerial Order #001/2020.