

## Principal Profile for Katimavik Elementary School

The following Principal Profile was prepared in October 2015 by the Katimavik School Council (KSC) in accordance to the OCDSB regulation PR.578.HR, 4.1. This document outlines the strengths we believe our principal should possess to create an optimal learning atmosphere at Katimavik Elementary School (KES).

### Strong Communication Skills

- Acknowledgement and prompt response to requests by parents, teachers and students
- Respecting each stakeholder, even in disagreements
- Asking for and considering input from staff and parents
- Approachable and open to discussions and ideas
- Fluent in French and English and demonstrates a strong commitment to encouraging both languages in the school community.
- A commitment to work with parents to understand and serve the needs of families who have faced much change over the last five years.
- A strong commitment to supporting children from all socio and economic backgrounds.

### Excellent Leadership Skills

- Instill confidence that appropriate and timely action will be taken
- Ability to transfer a positive attitude to all staff that interact with the students and parents
- Encourage a wide variety of extra-curricular activities despite the substantially smaller enrollment numbers
- Compassion for the needs of all students at the school (ages 9-14)
- Ability to foster enthusiasm and school spirit
- Consistency in applying rules
- Include all grades in school-wide projects and events
- Attend some off-site school functions and cheer students on
- Recognizing students and knowing their names

### Superior Administrative Skills and Experience

- Strong administrator
  1. Organized
  2. Supportive
  3. Fair distribution of workload
  4. Unifying junior and intermediate grade levels
- Bi-lingual
- Experience with junior and intermediate levels
- Pro-active with anti-bullying strategies
- Professional and diplomatic in speech and presentation

### About KES

While the school profile is a comprehensive description of KES, the following qualitative features are noted: KES is strong academically (e.g. in immersion, public speaking, EQAO results); is considered a good facility; has caring staff, and children are the first consideration.

KES has undergone significant transition since September 2013 when it became a dual track grade 4-8 school with Early French Immersion and English, along with the phasing out of Middle French Immersion and the addition of a GLP and Learning Disabilities class. The sister school is Castlefrank Elementary School, less than 1 km away, which is a dual track JK-grade 3 school. It is vital the principals of both schools have an excellent working relationship and will continue to

foster community relations between the two schools that will share many of the same families. This communication and cooperation between the schools is required to ensure a smooth transition from grade 3 to 4 going forward.

It is also vital that the principal understand the unique circumstances for our grade 7 and 8 students who will be the only ones in the Earl of March zone that do not attend Earl of March until grade 9. All other incoming grade nine students will have attended the school for two years already. It is important for the Katimavik principal to maintain close ties with the administration at Earl of March and work to facilitate a smooth transition for our students.

For many years the school council has played an active role at KES. The Council works cooperatively with the staff, has sponsored events, recruited parent volunteers and communicated parent concerns. The Council strives to support the school and staff wherever possible. Support is also provided in the form of volunteering and fundraising to purchase equipment in areas such as music, library, science and SIP (School Improvement Plan) tools.