

Principal/Vice Principal Responsibilities

(Please review the responsibilities of the Associate Teacher, the Pre-Service Teacher, and the University Advisor)

1. Acts as a liaison between the school and the university advisor and/or Practicum Coordinator.
2. **Selects appropriate exemplary teachers to act as Associate Teachers (Please review “Associate Teacher Responsibilities”).**
3. Encourages Associate Teachers to become familiar with the goals and objectives of the “B.Ed. Practicum Guidebook”.
4. Actively welcomes pre-service teachers as part of staff, introducing them in school newsletters and over the PA, inviting them to staff meetings, PD, and school events etc.
5. Gets to know the pre-service teachers by communicating informally, observing them teach, sharing school/board information, etc.
6. Encourages the pre-service teachers to gain an understanding of the whole school program as it serves the community.
7. Provides opportunities for pre-service teachers to observe other staff in the school.
8. Helps pre-service teachers become involved in extra-curricular activities where possible.
9. Assists pre-service teachers in securing the necessary resources to prepare lessons, such as access to photocopying, textbooks, library resources etc.
10. Helps to accommodate individual needs that a pre-service teacher may share and/or as outlined by “Policy and Principles Regarding Support and Accommodation for Students with Disabilities” at <http://accessiblelearning.acadiau.ca/Senate.html>.
11. Monitors/mediates any challenging situations that arise and communicates with the University Advisor/Practicum Coordinator when necessary.
12. Acts as the liaison to parents and the Regional Centre for education regarding the B.Ed. program.