



185 Wintermute Blvd, Toronto, ON, M1W 3M9, 416.396.6600 *email* terryfoxsac@gmail.com *web* sites.google.com/site/terryfoxsac

## **Terry Fox Public School Administrator Profile**

*October 18, 2011*

This administrator profile for Terry Fox Public School creates a frame of reference for the selection of future administrators for this community. The placement of administrators is approved by the Trustees of the Toronto District School Board on recommendation of the Superintendent of Schools, taking into consideration the specific needs of the community.

### **Community**

- include students, staff and parents equitably as valuable members of the community
- use regular notices to communicate openly about student achievement and school activities
- understand and respect diverse cultures to provide a safe and comfortable environment
- accommodate differing practices of various cultures where feasible
- translate, explain and clarify where practical

### **Leadership**

- be honest, kind, calm, trustworthy, and intelligent with a sense of humour
- connect and interact with students, staff and parents to understand their requirements
- lead, advise, support, encourage and motivate through collaborative effort
- create an atmosphere of mutual respect
- understand strategy, policy and procedure to be able to identify specific areas of focus
- advocate for the necessary facilities, supplies, programmes, and assistance

### **Management Skills**

- be approachable and accessible
- be organized
- communicate clearly through writing, speech, and action
- foster positive school spirit and promote co-curricular activities
- enable everyone to work together as partners to strive for the utmost in student achievement
- establish clear processes for communication between students, staff and parents
- listen to all parties
- identify and solve problems with timely, considered decisions

### **Curriculum**

- promote a balanced, well-rounded program of academics, arts, and athletics
- recognize and adjust for the unique requirements and circumstances of individual students
- provide equal opportunity for special learning abilities or English as a second language
- identify and analyze educational trends and issues
- support positive change and innovation through program development and staff education
- build character and social awareness to educate responsible members of society, with strong minds, bodies, and spirits

*Ramona Young*

Chair

Terry Fox School Advisory Council