

The BCPVPA Leadership Planning Guide is a reference document that should be found on every Principals' and Vice-Principals' computer desktop or shelf throughout BC.

How did this valuable resource evolve?

by

Jessica Antosz & Elizabeth Bell

BCPVPA Directors,
Professional Learning & Development
with Lisa Slater, DLA Piper

The BCPVPA Leadership Planning Guide was written to replace the Start Smart Binder, a document originally created for participants attending the BCPVPA/UBC Short Course I. The intent of the Start Smart Binder was:

- 1) to support the Organizational Leadership domain of the Leadership Standards; and
- 2) to recognize that Principals and Vice-Principals needed a comprehensive resource that would support the skills, knowledge and information in their leadership and management roles.

The original handbook created by past BCPVPA President Les Duskowski provided a wealth of information on the various tasks and duties that Principals and Vice-Principals are responsible for in the day-to-day operation of their school. This document essentially addressed the question *'what do school leaders need to remember to do in their role?'*

The binder was seen as a valuable tool for newly-appointed Principals and Vice-Principals attending Short Course I. In fact, it was so valuable that seasoned Principals and Vice-Principals who were involved as Short Course I facilitators kept asking the question: *'why not update this information binder and turn it into a Leadership Planning Guide that can be accessed by all Principals and Vice-Principals throughout British Columbia?'*

The BCPVPA staff responded by inviting a committee to rewrite the binder into a Leadership Planning Guide. The committee was comprised of BCPVPA staff, practicing Principals and Vice-Principals representing various BC school districts, and members of the BCPVPA Indigenous Leadership Advisory Committee.

Order a print copy of the
BCPVPA Leadership Planning
Guide (\$55.00) or download
your free digital copy.

This group of enthusiastic educators came together in the Spring of 2018 with the sole purpose of recreating the binder as a Leadership Planning Guide that could be available for Short Course I in 2019.

The committee worked diligently for ten months, researching, rewriting, creating new sections and ensuring that the content of the Guide was current and relevant to the work of Principals and Vice-Principals. Committee members returned again and again to the question *'have we covered everything?'*, with an awareness that the answer would always be *'no'*.

The resulting Leadership Planning Guide focuses on key areas that Principals and Vice-Principals face in their role. The Guide is divided into eight sections:

- School Information
- Students and Culture
- Indigenous Education
- Parents and The Public
- Legal: What Guides and Directs Us
- Professional Learning and Development Resources
- School Task Lists
- Appendices

The Guide is intended to be generic in nature, and it is context-dependent — Principals and Vice-Principals must also adhere to the policies and regulations of their school districts. The richness of ideas, wide range of information, and breadth of examples provided by the writers make this Guide an excellent resource tool. With the independent character of school districts, the transforming nature of education and shifting global changes, the Guide is a living document that will be reviewed and amended annually.

The first edition of the Guide was published in June 2019, and the second edition in June 2020. The second edition was first made available to participants of our BCPVPA *Essentials for New School Leaders* program who reviewed the Guide as part of their learning experience, and shared their comments:

"I really appreciated the collaborative contributions from leaders in the Indigenous Education section – i.e. 'everything i needed to know...'"

"Excellent resource – despite great local leadership and organization, I wish I had this last September."

"The checklists are helpful, no matter how many start-ups you've been through."

"Health and safety – key resource."

"The Indigenous Education section is impressive, I'm really happy to see that there are great resources in there!"

"My group wanted to delve into monthly tasks. Noticed big district differences."

"Excellent but scary-- now we *really* know how much we don't know!"

"The Indigenous Education Guide language is beautiful, and this is such a useful tool for admin."

Use the BCPVPA Leadership Planning Guide as a reference point in your work, and remember that the role and the work of the Principal and Vice-Principal is complex and always changing. One cannot remember everything on a daily basis; however, you do have a comprehensive resource nearby to support you in your work.

The BCPVPA would like to thank members of the BCPVPA Leadership Planning Guide committee and others who have contributed to producing this guide.

