



AP 4 – 20 School Administrative Appointments

Related Policies:	Initial Approval: 2010 May 26
Related Procedures:	Last Amended: 2019 December 17
Exhibits: Administrative Procedure 4 – 06 Role of the Principal Administrative Procedure 4 – 08 Professional Staff Assignments and Teacher Transfers Administrative Procedure 4 – 10 Evaluation of School Administrators Policy 1 – 15 Selection of Directors, Principals and Vice Principals	Last Reviewed: 2019 December 17

PURPOSE

To ensure that school level administration remains a critical component in the provision of effective educational services. The board believes the best educational interests of the jurisdiction are served when school administrators are appointed by the Board in conjunction with the Superintendent of Schools.

SCOPE

This procedure applies to all school administrators.

DEFINITIONS

None

PROCEDURES

1. Principals shall be designated and assigned by Board motion.
 - 1.1. The Hiring Committee for the position of Principal shall be in accordance with Division Policy.
 - 1.2. Initial designation and assignment of a Principal shall be for the probationary term of one (1) year.
 - 1.3. Where Superintendent of Schools evaluations of the Principal indicate that further probationary period is required, and the Principal agrees, the probationary designation may be extended for a further term in accordance with TEBA/ATA Agreement.
 - 1.4. A teacher designated as a principal shall enter into a series of term contracts for up to five (5) years. Up to two (2) of these five (5) years may be on a probationary basis. Following the term contract maximum of five (5) years, inclusive of the maximum two (2) years probationary period, the Board shall decide whether or not the designation and appointment will continue, and if the designation continues, it is deemed to be a continuing designation and appointment.
 - 1.5. The Principal shall in all cases be appointed as a Principal of the School Division. The Principal may be assigned to any particular school at the commencement of any term of appointment and if such assignment is to a different school that the one at a which the Principal was last assigned and the appointment and the assignment are accepted that shall be considered to be a voluntary transfer by mutual agreement and shall not be subject to appeal as an involuntary transfer would be. If during the term of any appointment the school to which the Principal is assigned is to be changed and the Principal does not wish to change schools that will be considered to be an involuntary transfer and shall be undertaken in accordance with the provisions of the *Education Act* and Collective Agreement regarding teacher transfers and the transfer may be appealed in the manner set out in the *Education Act* regarding appeals of teacher transfers.

2. Vice Principals shall be designated and assigned by the Superintendent of Schools in consultation with the Board and the Principal.
 - 2.1. The Hiring Committee for the position of Vice Principal shall be in accordance with Division Policy.
 - 2.2. Initial designation and assignment of a Vice Principal shall be for the probationary term of one (1) year.
 - 2.3. Where Superintendent of Schools evaluations of the Vice Principal indicate that a further probationary period is required, and the Vice Principal agrees, the probationary designation may be extended for an additional one (1) year.
 - 2.4. Upon successful completion of an initial probationary term or an extended probationary term, as the case may be, the administrator shall be appointed, by mutual agreement, for a further term not to exceed five (5) years.
 - 2.5. The Vice Principal shall in all cases be appointed as a Vice Principal of the School Division. The Vice Principal may be assigned to any particular school at the commencement of any term of appointment and if such assignment is to a different school that the one at a which the Vice Principal was last assigned and the appointment and the assignment are accepted that shall be considered to be a voluntary transfer by mutual agreement and shall not be subject to appeal as an involuntary transfer would be. If during the term of any appointment the school to which the Vice Principal is assigned is to be changed and the Vice Principal does not wish to change schools that will be considered to be an involuntary transfer and shall be undertaken in accordance with the provisions of the *Education Act* and Collective Agreement regarding teacher transfers and the transfer may be appealed in the manner set out in the Education Act regarding appeals of teacher transfers.
3. In the event of an unexpected or short-term vacancy, the Superintendent of Schools, in consultation with the local trustee and Board Chair, and after an interview process, may recommend for appointment an Acting Principal and/or an Acting Vice Principal. Except by Board motion, such appointments shall not exceed one (1) year.

REFERENCE AND LINKS

Education Act

Collective Agreement

Administrative Procedure 4 – 06 Role of the Principal

Administrative Procedure 4 – 08 Professional Staff Assignments and Teacher Transfers

Administrative Procedure 4 – 10 Evaluation of School Administrators

Policy 1 – 15 Selection of Directors, Principals and Vice Principals

HISTORY

2010 Oct 20 Reviewed

2018 Feb 06 Reviewed

2018 June Reviewed by legal

2019 Dec 17 Amended/Reviewed