

# TERM DESIGNATION OF SCHOOL ADMINISTRATORS

## Background

In pursuing excellent schools through effective educational leadership, the Division endorses specific term designations for all school-based administrators.

## Procedures

1. Appointment to the positions of Principal will be for a maximum of 5 years. Up to 2 years can be designated as probationary. Assistant or Vice-Principal will be for a specified term, and will be made in accordance with the relevant provisions of Administrative Procedure 421 – Instructional Staffing.
2. School-based administrative appointments will be made to the Division, with initial designation to a specific school.
3. School administrators that are on a term designated contract will be evaluated in accordance with Administrative Procedure 432 – Principal Growth, Supervision and Evaluation, during the term of appointment for determination of future designation.
  - 3.1 Notwithstanding the foregoing, term designations are to end automatically on the termination date. A good evaluation does not necessarily require the Division to renew, extend or offer a further term designation to the particular employee.
4. Principal
  - 4.1 The initial appointment to a principalship shall be for a probationary period of up to two (2) years.
  - 4.2 The designation of a principalship, following a successful probationary years, shall be for a term of up to five (5) years (including probationary years). Once the maximum of 5 years principal designation is complete the designation will become continuous or will be terminated.
  - 4.3 Principals designated in accordance with clause 4.2 may, at the discretion of the Superintendent be formally evaluated as per Administrative Procedure 432 – Principal Growth, Supervision and Evaluation.
  - 4.4 The determination pursuant to clause 4.2 shall be made by the Superintendent.
5. Assistant or Vice-Principal
  - 5.1 The initial appointment to an assistant or vice-principalship shall be for a probationary period of one (1) year.
  - 5.2 The designation of an assistant or vice-principalship, following a successful

probationary year, shall be for a term of up to five (5) years

- 5.3 Assistant or Vice-Principals designated in accordance with clause 5.2 may at the discretion of the Superintendent be formally evaluated as per Administrative Procedure 432 – Principal Growth, Supervision and Evaluation.
- 5.4 Upon the expiration of a designated term, the incumbent Assistant or Vice-Principal may be offered additional designation extensions of up to five (5) years each.
- 5.5 The determination pursuant to clause 5.4 shall be made by the Superintendent in consultation with the Principal.

Adopted/Revised: JUNE 2016/OCT 2017/NOV 2019

Reference: Section 52, 53, 197, 202, 203, 204, 222 Education Act  
Principal Quality Practice Guideline  
School Leadership Framework  
Collective Agreement