

VICE-PRINCIPALS AND ASSISTANT PRINCIPALS

Background

In schools having a professional staff of ten full-time equivalent (10 FTE) or more teachers, the Board approves the appointment of a Vice-Principal. In schools with fewer than ten full-time equivalent (10 FTE) teachers, an Assistant Principal may be appointed. The following procedures govern such appointments.

Procedures

1. Candidates for vice-principalships and assistant principalships are to be committed to pursuing the concept of a career in educational administration. To that end, they are to possess, be actively pursuing, or committed to considering specialized training in that field.
2. Vice-principalships and assistant principalships in this Division are seen as opportunities for teachers to explore more fully their potential for, and interest in educational administration. Therefore:
 - 2.1 They are not to be regarded as 'terminal' positions (a career end in themselves).
 - 2.2 It is expected that vice-principals will be called on at some time or another to fulfill many or all of the responsibilities of a Principal.
3. Vice-Principals and Assistant Principals are expected to:
 - 3.1 Be a part of the school and Division's administrative team.
 - 3.2 Assume all responsibilities of the Principal in the case of that person's absence from duty.
 - 3.3 Perform to the best of their ability all duties assigned by the Principal consistent with the position of Vice-Principal and Assistant Principal.
4. Vice-Principal and Assistant Principal vacancies shall be advertised within the Division, and externally as appropriate.
5. The appointment of vice-principals and assistant principals shall be the responsibility of the Superintendent, in consultation with the Principal, and the trustee serving that ward.
6. Appointments to the positions of Vice-Principal and Assistant Principal are considered probationary for the first year, and are subject to the Administrative Procedure 433 – Term Designation of School Administrators.
7. Because the vice-principalship or assistant principalship is seen as one means of assessing a person's suitability for educational administration, it is expected that:

- 7.1 Principals will undertake to in-service any Vice-Principal or Assistant Principal in their school.
- 7.2 A concerted effort will be made over a period of time to ensure that vice-principals and assistant principals have the opportunity to try all aspects of school management.
- 7.3 Principals will prepare annually a written list of areas of responsibility and expectations for the Vice-Principal or Assistant Principal. Copies will be given to the Vice-Principal or Assistant Principal, and filed with Division Office.

Adopted/Revised: JUN 2016/SEP 2019/NOV 2019

Reference: Section 31, 32, 52, 53, 55, 197, 202, 203, 204, 222 Education Act