

## **SCHOOL-BASED ADMINISTRATIVE APPOINTMENTS**

### **Background**

The Board of Trustees has delegated the selection and appointment of school-based administrators to the Superintendent. Individuals appointed to these positions will have demonstrated abilities as successful teachers, possess organizational and communication skills, be knowledgeable of curriculum, assessment and instruction, and have capabilities in the areas of personnel management and interpersonal relations.

### **Procedures**

#### **Appointment of Principals**

1. All schools, with the exception of Hutterite colony schools, shall have a certified teacher appointed as Principal to serve as its educational and administrative leader.
2. Principal vacancies will normally be advertised and a selection process undertaken. However, the Superintendent may initiate a procedure of transfers of administrative personnel between schools.
3. The Superintendent will generally ascertain the educational priorities and characteristics that the school community considers desirable for a Principal, by gathering information from the community using the principal profile form, unless there are extenuating circumstances that circumvent the consultation process.
4. The selection committee will consist of the Superintendent and a minimum of two other senior administrators of Livingstone Range School Division.
5. Appointment to a Principal position shall normally be for a period of one probationary school year and be defined in accordance with the School Year Calendar. The probationary year may be extended by one year if deemed appropriate by the Superintendent.
6. The Principal shall be formally evaluated by the Superintendent, or designate during the probationary year.
7. The Principal shall be evaluated by the Superintendent, or designate during the final year of a term contract using the Leadership Quality Standard and the process outlined in Admin Procedure 420.
8. Principals with term designations shall be assigned to a particular school and shall be subject to re-assignment by the Superintendent, or designate. Except by mutual agreement, two months' notice of re-assignment shall be required.

9. In the event of an unexpected or short-term vacancy, the Superintendent may appoint an “acting Principal” without going through a formal selection process. Such appointments shall not normally exceed one year. The position will then be filled through a selection process or administrative transfer.

### **Appointment of Assistant Principals**

1. The number of full-time equivalent students in a school along with the school community context shall be used as the basis for determining the level of administrative support for the Principal. The following numbers serve as a guideline:

Under 100 FTE students	no Assistant Principal
Greater than 100 FTE students	one Assistant Principal

2. A Principal may put forth a request to the Superintendent to alter the level and/or distribution of administration support appointments as outlined in the Collective Agreement.
3. The selection committee for the positions of Assistant Principal shall consist of the Superintendent, one additional senior administrator and the Principal of the school where the appointment will be made.
4. Assistant Principals shall be designated and assigned to specific schools by the Superintendent.
5. Initial designation and assignment of a school-based Assistant Principal shall be for a probationary term of one year.
6. The Principal of the school will be responsible for conducting an evaluation during the probationary year using the process outlined in Admin Procedure 421. A written report and recommendation will be submitted to the Superintendent prior to April 30th.
7. Assistant Principals shall be assigned to a particular school and be subject to re-assignment by the Superintendent. Except by mutual agreement, a two-month written notice of re-assignment shall be required.
8. In the event of an unexpected or short-term vacancy, the Superintendent may appoint an acting Assistant Principal without going through a formal selection process. Such appointments shall not normally exceed one year unless special circumstances would deem that an additional one- or two-year contract would be more appropriate.

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December, 2003

Updates: July 2008, July 2010, July 2012, October 2015, January 2020

#### **References**

Section 33, 52, 53, 68, 197, 199, 202, 204, 206, 222, 225, Education Act