

SCHOOL-BASED ADMINISTRATIVE APPOINTMENTS

Background

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

Procedures for Appointment of Principals

1. All schools shall have a certified teacher appointed as Principal to serve as its educational and administrative leader.
2. Principalship vacancies will be advertised and a selection process undertaken. The Superintendent may initiate a procedure of transfers of administrative personnel between schools without going through an advertising and competition process.
3. The Superintendent, or designate, will generally ascertain the educational priorities and characteristics that the school community considers desirable for a Principal, unless there are extenuating circumstances that circumvent the consultation process.
4. The selection committee will consist of the Superintendent, or designate, and one other senior administrator of Northern Lights School Division. The interview team will also consist of one local Trustee, Assistant Principal if applicable, teacher, parent and student if a high school or outreach school.
5. Appointment to a Principalship shall normally be initially for a fixed term of one (1) school year and be defined for a period from September 1st to June 30th, inclusive. Such appointments will automatically conclude at the end of the fixed term on June 30th and there shall be no requirement for the Board to offer an extended, renewed or continued Principalship.
6. The Principal shall be formally evaluated, by the Superintendent, or designate, during the above one (1) year fixed term.
7. While the Board reserves the right to offer or not offer fixed term Principal designations of any length, normally, if the Board decides in its sole discretion to offer a further Principal designation after the Principal has completed a one (1) year fixed term, further fixed terms for a Principal designation will generally be for an additional three (3) years. Again, such further fixed term contracts, normally three years, will automatically conclude at the end of the term without the need for any advance notice, payment in lieu of notice, or requirement to offer any extended, renewed or alternative Principal designation.
8. The Principal shall be evaluated, by the Superintendent, or designate, during the final year of the term contract. The evaluation process may be effected more frequently as deemed necessary by the Superintendent.
9. The Principal shall be notified in writing, by the Superintendent, or designate, prior to May 30th in the final year of the Principal's administrative appointment regarding whether a further appointment will be offered. If a further appointment is not offered,

which is the Board's choice in its sole discretion, the Principal's administrative appointment will come to an end at the end of the designated term.

10. Principals with term designations shall be assigned to a particular school and shall be subject to re-assignment by the Superintendent. Except by mutual agreement, three months notice of re-assignment shall be required.
11. 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.

Procedures for Appointment of Assistant Principals

1. Assistant Principals shall be designated and assigned to specific schools by the Superintendent.
2. The selection committee for the position of Assistant Principal shall consist of the Superintendent, or designate, and principal, the interview team will also consist of a teacher, parent and student if a high school or outreach school.
3. Appointment to the position of Assistant Principal shall normally be initially for a fixed term of one (1) school year and be defined for a period from September 1st to June 30th, inclusive. Such appointments will automatically conclude at the end of the fixed term on June 30th and there shall be no requirement for the Board to offer an extended, renewed or continued Assistant Principalship.
4. The Assistant Principal shall be formally evaluated, by the Principal, during the above one (1) year fixed term.
5. While the Board reserves the right to offer or not offer fixed term Assistant Principal designations of any length, normally, if the Board decides in its sole discretion to offer a further Assistant Principal designation after the Assistant Principal has completed a one (1) year fixed term, further fixed terms for an Assistant Principal designation will generally be for an additional three (3) years. Again, such further fixed term contracts, normally three years, will automatically conclude at the end of the term without the need for any advance notice, payment in lieu of notice, or requirement to offer any extended, renewed or alternative Assistant Principal designation.
6. The Assistant Principal shall be evaluated, by the Principal during the final year of the term contract. A written report and recommendation will be submitted to the Superintendent, or designate, prior to April 30th. The evaluation process may be effected more frequently as deemed necessary by the Principal.
7. The Assistant Principal shall be notified in writing, by the Superintendent, or designate, prior to May 30th in the final year of the Assistant Principal's administrative appointment regarding whether a further appointment will be offered. If a further appointment is not offered, which is the Board's choice in its sole discretion, the Assistant Principal's administrative appointment will come to an end at the end of the designated term.
8. Assistant Principals shall be assigned to a particular school and be subject to re-assignment by the Superintendent. Except by mutual agreement, a three-month written notice of re-assignment shall be required.
9. 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 a one or two-year contract would be more appropriate.

References: Section 104, School Act
Cross Reference: Policy 14 – Hearings on Teacher Matters

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