

ASSISTANT PRINCIPAL

Background

The Superintendent shall approve the designation of positions for teachers as assistant principals, to assist principals in administrative and supervisory duties, subsequent to consultation with the Principal of the school affected. In the above process, the Principal, prior to consulting with the Superintendent, shall involve the School Council and the Site-based Decision-Making Team in reviewing the amount of assistant principalship time needed to administer the school. This review shall consider the number of students in the school, the number of staff in the school, the various programs and levels of instruction in the school, the overall administrative workload in the school, the cost of administrative time for the school, and other issues specific to the individual school and how additional or current levels of school-based administration effect the quality of education in the school. Both the School Council and the Site-based Decision-Making Team must approve the amount of assistant principalship time and costs to the budget which the Principal then requests of the Superintendent.

Procedures

1. The appointment of an Assistant Principal is the responsibility of the Superintendent subject to a site-based selection process which involves the Principal and the School Council.
2. The Assistant Principal shall assist with any or all of the duties as outlined for the role of the Principal including organizational programming responsibilities and provisions.
3. The Superintendent expects Assistant Principals to remain active classroom instructors in order to keep abreast of the latest pedagogical practices.
4. The assistant principal shall be at work on the organizational program for the school year at least five working days prior to the commencement date of the school year unless prior arrangements are made with the Principal.
5. Since assistant principals are expected to be on the job five of their summer holidays, prior to the commencement of the school year, they are entitled to five equivalent days leave without loss of pay during the school year.
 - 5.1 Assistant principals require Principal approval for two or more "five for five" days to be taken consecutively.
 - 5.2 Five for five days may not be used to extend Christmas, Easter, or summer holiday breaks with the following exception:
 - 5.2.1 Up to two days may be used to extend the Christmas or Easter break provided a two for one approach is used, that is, taking two days uses four of the five for five days.
 - 5.2.2 Extension of the Christmas or Easter break may only be taken once every 5 years.