

### Background


The Division believes that, through the pursuit of excellence in all its schools, it can fulfill its responsibility to the students in its care. The Division further believes that effective educational leadership at the school level is essential in this pursuit. The Division, therefore, endorses school-based administrative term designations as one means to achieve this goal.

The Division feels that the appointment of administrators is best done in such a manner as to provide the Superintendent and the administrator with opportunities for flexibility in future decision-making.

### Procedures

1. While this administrative procedure sets out the types and terms of administrative designations that may be considered and awarded, all candidates for such designations and teachers holding such designations should clearly understand that all term designations automatically conclude at the end of the specified term, without notice or hearing, in which case the teacher holding the designation would continue employment in the following school year pursuant to the terms of their underlying teaching contract without administrative designation. This conclusion of administrative term designation occurs automatically and any consideration by the Division of an offer of a further administrative designation is at the absolute discretion of the Superintendent.
2. Appointments to the designations of principal, vice-principal, consultant and coordinator will normally be for a three-year term initially.
3. The first year of any designation will be a probationary year. At the end of the first year if the performance of the incumbent has been evaluated as satisfactory, the designation may be confirmed for a term of three years and up to five years.
4. In the event that enrolment or program changes occur that warrant reducing or terminating the designation of the vice-principal, consultant and coordinator made under this procedure, the Superintendent will provide notice of the change on or before April 30 to become effective on June 30 of the school year prior to the change taking effect.
5. If, at the completion of a term, the incumbent is not reappointed to a designation, an appointment to a teaching position within the Division will be made available to the administrator.

6. After five years of continuous service, the positions of principal and vice-principal will become continuous if they are to continue in their roles.

<b>Reference:</b> Section 51, 52, 201, 222, Education Act	<b>Approved:</b> 
	<b>Date Approved:</b> February 2008
	<b>Reviewed or Revised:</b> June 2008 June 2023

*Note: References shall be updated as required and do not require additional approval*

