

Administrative Procedure 436

ABSENCE OF SCHOOL ADMINISTRATORS

Background

In the schools of the Division, there are numerous occasions where the school administrator(s) are absent from the building for brief periods of time and for a wide variety of reasons. All stakeholders need to be assured that emergent issues that arise in the absence of the administrative team are efficiently and effectively addressed.

The Division believes that it is essential to the efficient operation of the school that there be a clear indication of administrative authority to address emergent issues in the absence of the school administrator.

Procedures

1. In the absence of the principal in multi-administrator schools, the administrative authority automatically devolves to the vice-principal.
2. In the absence of all administrators from schools, the following procedures will apply:
 - 2.1 Prior to school opening each year, the principal shall:
 - 2.1.1 Designate a teacher in each school who will assume responsibility for the school in the event of the principal's occasional absence during the year.
 - 2.1.2 Inform the Superintendent of that teacher's identity; and
 - 2.1.3 Identify that teacher to the remainder of school staff.
 - 2.2 The designated teacher will be expected to deal primarily with emergent matters that cannot be deferred until the principal's return.
 - 2.3 The principal will be responsible to familiarize the designated teacher with the general administrative procedures of the school and the specific procedures to be followed during the principal's absence.
 - 2.4 In the event that a principal's absence exceeds five consecutive teaching days, the Superintendent shall appoint an "acting principal".
 - 2.5 An acting principal performing this role for more than five consecutive days will be paid the administration allowance for the duration of the assignment.

Reference: Section 20, 60, 61, 113, School Act

