Administrative Procedure 434 -
Temporary Administrative Arrangements

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Background

The Division believes that, in the absence of the Principal from a school where there is no Vice Principal, or in the absence of both the Principal and the Vice Principal(s) from a school, a teacher shall be designated to be Acting Principal during the time the school administrator(s) is/are absent. The Division expects that this Acting Principal shall have the full authority of the Principal, as per legislation, to provide administrative action which may be required to deal with emergent situations during the absence period.

Procedures

1. The Principal shall, prior to September 30 of each school year, consult with the Superintendent about the teacher(s) who shall be designated as Acting Principal for the school year. The Principal may change this designation at any time during the school year, provided the Superintendent is consulted.

2. The Principal shall notify the school staff of the designation.

3. Teachers agreeing to act in this capacity are requested to consider what may be the expected response of the regular administrator(s) and apply appropriate statutes, collective agreements, Board policies and Division administrative procedures to the extent that this is possible and reasonable.

4. Where possible, temporary acting principals are to have the Leadership Quality Standard Qualifications.

5. Principal shall notify the Compensation Coordinator of the dates that an Acting Principal is needed for payment purposes.

6. Where the absence(s) will be more than three (3) consecutive acting days, the Superintendent shall be informed. The Superintendent shall designate the acting school principal in the Superintendent's sole discretion. The designation of acting school principal may change throughout the absence of the school principal as reasonable.

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Reference: Section 33, 52, 53, 197, 202, 203, 204, 222 Education Act
            Leadership Quality Standards
            Collective Agreement

Effective: 1997-09-11
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