
POLICY GCAE – Administrative Team in Schools

The Board recognizes the importance of providing administration on site to carry out the administrative and supervisory duties at each school.

PURPOSE:

To outline the guidelines for the creation and maintenance of assistant-principal positions in schools.

GUIDELINES & PROCEDURES

1. Administrative Time
 - a) The Superintendent shall, from time to time, determine the amount of administrative time allocated to a school.
 - b) All Principals and Assistant-Principals may be required to assume teaching duties in addition to their administrative and supervisory duties. The teaching load of a Principal and Assistant-Principal(s) will bear a direct relationship to the size of the support staff, the number of students and teachers under his/her charge and his/her planned program of instructional leadership.
2. Appointment of Assistant-Principal(s)
 - a) In a school with an enrolment in excess of 200 students, an Assistant-Principal may be appointed.
 - b) In schools with over 400 students a second Assistant-Principal may be appointed at the Superintendent's discretion in consultation with the Principal.
 - c) In schools where three or more instructional divisions exist and enrolment is close to the guidelines identified in 2a or 2b, the need for the designation of a teacher as an Assistant Principal or second Assistant Principal shall be at the Superintendent's discretion in consultation with the Principal.
 - d) With the prior notice of one full school year, an Assistant Principal designation may be phased out upon the recommendation of the Superintendent providing that future enrolment trends are supportive of the recommendation.
3. Assistant-Principal(s) Responsibilities
 - a) The Assistant-Principal shall be directly responsible and accountable to the Principal, and through him/her, to the Superintendent.
 - b) The Division expects that the Assistant-Principal will cooperate fully with the Principal in all matters concerning the organization and operation of the school and will discharge all duties delegated to him/her by the Principal.

- c) The Division expects that the Principal will deploy the Assistant-Principal in full recognition of the Assistant-Principal's skills, knowledge, and professional expertise.
 - d) The Division expects that the Principal and Assistant-Principal will function as an administrative team seeking to further the educational welfare of students enrolled in the school to which they have been assigned.
 - e) The Assistant-Principal shall assume the duties of the Principal in his/her absence.
4. Authority of Acting Principal:
- a) In the event of the absence of both a principal and assistant principal in a school an Acting Principal may be appointed. The Acting Principal has the full authority of the position of School Principal.

REFERENCES

Cross References: [Collective Agreement](#)

Legal Reference: [Education Act](#) Section 53

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