

PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

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 vice-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 Vice-Principals may be required to assume teaching duties in addition to their administrative and supervisory duties. The teaching load of a Principal and Vice-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 Vice-Principal(s)
 - a) In a school with an enrolment in excess of 200 students, a Vice-Principal may be appointed.
 - b) In schools where three or more instructional divisions exist and enrolment is close to the above guidelines, the need for the designation of a teacher as a Vice-Principal shall be at the Superintendent's discretion in consultation with the Principal.
 - c) In schools with over 400 students a second Vice-Principal may be appointed at the Superintendent's discretion in consultation with the Principal.
 - d) An administrative designation may be phased out upon the recommendation of the Superintendent providing that future trends are supportive of the recommendation.
 - e) Any designation affected by the phase-out decision shall be given a minimum of one full school year prior notice before the position is terminated.
3. Vice-Principal(s) Responsibilities
 - a) The Vice-Principal shall be directly responsible and accountable to the Principal, and through him/her, to the Superintendent.

- b) The Board expects that the Vice-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 Board expects that the Principal will deploy the Vice-Principal in full recognition of the Vice-Principal's skills, knowledge, and professional expertise.
 - d) The Board expects that the Principal and Vice-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 Vice-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 a principal or vice 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: links to **Collective Agreement**

Legal Reference: School Act RSA 2000 Section 60

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