

ACTING PRINCIPAL AND VICE-PRINCIPAL POSITIONS

BACKGROUND

On occasion, circumstances require that an acting Principal be appointed to cover for the absence of a Principal when the absence extends beyond a few days.

When a Principal is absent for a relatively short period of time it is expected that the Vice-Principal will assume the Principal's duties without additional monetary compensation. Utilizing the services of a Teacher in Charge in accordance with Article E.26 of the teachers' collective agreement also provides a means of responding to the short term absence of a Principal or Vice-Principal.

When a Principal is absent for an extended period and not able to fulfill his or her responsibilities as a Principal, it is appropriate that the Principal's allowance be paid to the Vice-Principal who serves as acting Principal. Alternatively, where deemed appropriate by the Superintendent of Schools, a retired Principal may be appointed to a term contract as an acting Principal.

PROCEDURES

1. When it is known in advance that the Principal will be on leave for a period greater than twenty (20) consecutive school days, the Principal's allowance will be paid to the acting Principal for the entire period of the Principal's absence.
2. A Principal's allowance will not be paid to the acting Principal during the absence of a Principal of five (5) consecutive school days or fewer if it is not known in advance whether the Principal's absence will exceed twenty (20) school days.
3. When a Principal's absence that was originally expected to be twenty (20) school days or fewer extends beyond twenty (20) school days, the Principal's allowance will be paid to the acting Principal for the entire period of the Principal's absence.
4. When a Vice-Principal is designated as acting Principal due to the Principal's absence from school while on District business (e.g. supervising a trip), the Principal's allowance will not be paid to an acting Principal, as the principal remains on official duty during his or her absence from the building.
5. The above procedures notwithstanding, the Superintendent of Schools may make a determination, in exceptional circumstances, to pay the Principal's allowance to the acting Principal.
6. In those circumstances where a newly appointed principal has a year or more of previous uninterrupted experience as an acting Principal, for the purpose of placement on the Principals' salary grid, the individual may be credited with a year of experience as a Principal, at the discretion of the Superintendent of Schools.

7. In those circumstances where a Principal is appointed from the DEAP and comes into a Principal's position with a year or more of previous uninterrupted experience as an acting Principal, for the purpose of placement on the Principals' salary grid, the individual may be credited with a year of experience as a Principal, at the discretion of the Superintendent of Schools.

Reference: (TBD)

Adopted: (TBD)

Revised: (TBD)

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