ACTING PRINCIPAL

Belief

The Division believes in the importance of maintaining continuity of administration in schools.

Guidelines

1. The Superintendent or designate will appoint a teacher to act in the position of Acting Principal in each school where a Vice-Principal designation does not exist. Each appointment shall be made on an annual basis, prior to the commencement of the school year.

Procedures

2. The Principal of the school, before recommending a teacher as an acting Principal, shall consult with the Associate Superintendent Personnel.

3. The Principal will be responsible for familiarizing the Acting Principal with the general administrative procedures of the school and the specific procedures to be followed during the Principal's absence.

4. Should the teacher appointed as Acting Principal find it necessary to discontinue this appointment at any time during the year, the Superintendent or designate will appoint another teacher immediately.

5. In the case of a prolonged absence, the Superintendent or designate may make such arrangements as are deemed necessary to provide the Acting Principal with release time.

Reference: Section 20, 60, 61, School Act