



Niagara Catholic District School Board

ASSIGNMENT OF PRINCIPALS & VICE-PRINCIPALS

ADMINISTRATIVE OPERATIONAL PROCEDURES

200 – Human Resources

No 202.1

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: December 19, 2023

In keeping with the Mission, Vision and Values of the Niagara Catholic District School, the following are Administrative Operational Procedures for the Assignment of Principals & Vice-Principals.

PREAMBLE

Catholic Principals and Vice-Principals are part of the leadership team of the Niagara Catholic District School Board representing the mission, vision and values on a daily basis within each school community and on a system-wide basis.

The Board believes that the realization of the goals of Catholic education requires leadership founded on faith, inspired by the Gospel, and committed to service.

The Board requires that a Principal and/or Vice-Principal is a person of faith, has strong moral values, vision, commitment and leadership. Our schools benefit from a continuity and stability in leadership. A Principal and Vice-Principal's term at a school supports the development and evidence of strength in the following areas:

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability

Principals and Vice-Principals will experience assignments to different schools throughout their career in the Niagara Catholic District School Board.

Annually or as required, Senior Administrative Council will review the assignment and/or reassignment of Principals and Vice-Principals. Consultation with the individuals involved will be part of the process. A Principal or Vice-Principal may also initiate a discussion about an assignment.

The Director of Education will assign a Principal or Vice-Principal, based on system leadership needs and will report to the Board on the assignments of Principals and Vice-Principals.

Assignment of duties for Principals and Vice-Principals will be based on the following criteria:

1. Each elementary and secondary school in Niagara Catholic will be assigned a Principal.
2. Vice-Principals who are assigned to elementary schools may include a component of teaching, instructional, resource or support duties unless otherwise designated by the Director of Education.
3. All secondary schools will have one (1) full time Vice-Principal as a minimum assignment. Additional Vice-Principals assigned to secondary schools may include a component of teaching, instructional, resource or support responsibilities unless otherwise designated by the Director of Education.

4. In consultation with the school principal, any assigned teaching, instructional, or support duties of the Vice-Principal must be approved by Senior Administrative Council on an annual basis.
5. A Principal or Vice-Principal may initiate a request for reassignment. This will normally occur through the Principal/Vice-Principal Transfer Request Process.
6. When required, the Director may appoint an Acting Principal. The Acting Principal/Vice-Principal will hold the qualifications of a Principal and may supervise one or two elementary schools operated by the Board. The Acting Principal shall be in charge of the school and shall perform the duties of the Principal subject to the authority of the Family of Schools' Superintendent of Education.
7. The calculation of Vice-Principal allotment will be determined by school enrolment and based upon the FTE (Full time Equivalent) as of March 31st of the previous year giving consideration to projected enrolment increases and/or decreases in the current year.
8. The Director of Education may assign an additional Vice-Principal to a school regardless of enrolment.
9. An appointment, assignment and/or reassignment of a Principal and/or Vice-Principal will be made by the Director of Education with consideration given to the current Principal Profile as completed and submitted by the Catholic School Council. An appointments and assignments will be reported to the Board.
10. The Director of Education may transfer and/or remove a Vice-Principal to or from a school regardless of the student enrolment based on, but not limited to the following:
 - Budget availability
 - System Leadership needs
 - Specific school needs
 - Increasing enrolment trends and/or boundary changes

References

- [*Student Achievement and School Board Governance Act, 2009*](#)
- [*Education Act and Regulations*](#)
- [*Ontario Leadership Strategy*](#)
- [*Catholic Leadership Framework*](#)
- [*Catholic Leadership: Principal and Vice-Principal Selection AOP 202.2*](#)

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