



Niagara Catholic District School Board

ASSIGNMENT OF PRINCIPALS & VICE-PRINCIPALS

ADMINISTRATIVE OPERATIONAL PROCEDURES

200 – Human Resources

No 202.1

Adopted Date: April 28, 1998

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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

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 a Principal and/or Vice Principal who is a person of faith, strong moral values, vision, commitment and leadership. Our schools benefit from a continuity and stability in leadership. The Principal and Vice Principal's tenure at a school should normally be of sufficient duration for 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

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

Principals and Vice Principals will experience assignments to different schools throughout their career.

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 reassignment.

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 school will be assigned a Principal.
2. Vice-Principals assigned to Elementary Schools will include a component of teaching, instructional, resource or support duties unless otherwise designated by the Director of Education.
3. As a minimum, all Secondary schools will have one (1) full time Vice-Principal. Additional Vice-Principals assigned to Secondary Schools may include a component of teaching, instructional, resource or support duties unless otherwise designated by the Director of Education.
4. In consultation with the school Principal, any assigned teaching, instructional, resource 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 Form as issued by the Superintendent of Human Resources.
6. When required, the Director may appoint an Acting Principal. The Acting 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' Supervisory Officer.
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 additional Vice-Principal time to a school regardless of enrolment.
9. Appointments, assignments and/or reassignments of Principals and/or Vice-Principals 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. 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*](#)

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