

ASSIGNMENT AND REASSIGNMENT OF DISTRICT AND SCHOOL-BASED PRINCIPALS AND VICE-PRINCIPALS

The Board is committed to a process of assigning and transferring Principals, Vice-Principals and District Principals that strives to optimize the key leadership role they play in the delivery of high quality educational services for the District.

Assignment:

The placement of appointed Principals, Vice-Principals and District Principals to a particular school or school district position.

Reassignment:

The transfer of assigned Principals, Vice-Principals and District Principals to a particular school or district position.

Specifically:

District and School-Based Principal and Vice-Principal Assignment and Reassignment

1. The Superintendent has full authority to assign and reassign Administrators for District Principal, school-based Principal and Vice-Principal positions.
2. The Superintendent or designate will initiate the assignment and reassignment process for District Principal, Principals and Vice-Principals as required.
3. The Superintendent and selected members of the District Leadership Team shall constitute the assignment and reassignment team.
4. The District Leadership Team, in making its recommendations to the Superintendent, will give consideration to the following factors:
 - The needs of the District, recognizing the increasing complexity aligned with changing demographics and succession planning of the leadership group;
 - The needs of the schools as identified by the area Assistant Superintendent along with the School Administration team's complementary styles skills and expertise.
 - The interests of the Principal or Vice-Principal including their feedback and requests for transfer, the length of their current assignment and growth opportunities for their career path.

- The past performance of the Principal and Vice-Principals including accomplishments and achievements, evaluations, performance reviews, growth plans and fit.

Guiding Principles for the Assignments and Reassignments of District and School-Based Administrators

1. The assignment and reassignment process for Principals and Vice-Principals must meet the ethical and procedural standards and requirements of the District.
2. The school profile will be used by the Superintendent and DLT to help identify school needs and to match those needs with Principal and Vice-Principal skills, expertise and professional goals.
3. Assistant Superintendents will gather information from all current Administrators regarding their interest in reassignment, as well as any other information relevant to their assignment for the upcoming year or their career aspirations for the future.
4. Principals and Vice-Principals requesting a reassignment to Principal and District Principal positions may have an opportunity to present their accomplishments and achievements.
5. Candidates from the Administrative Pool are considered for initial assignments to Vice-Principal and Principal positions.
6. Current Principals and Vice-Principals are considered for reassignments, consistent with the factors above.
7. After preliminary discussion of the assignment and reassignment team, a final recommendation will be made to the Superintendent.
8. Prior to informing the Board, a confidential discussion between the Assistant Superintendent and the intended Principal or Vice-Principal will transpire.
9. The Board of Education will receive a report naming the assignments and reassignments.
10. Assigned and reassigned Principals and Vice-Principals will be notified by the Superintendent or designate in a timely fashion following the Superintendent's notification to the Board.
11. The assignment for both Principals and Vice-Principals is in accordance with the Individual Service Contract for Principals and Vice-Principals.
12. In the event of an unexpected or short-term vacancy, the Superintendent may appoint an "acting Principal" or "acting Vice-Principal" without going through a formal appointment or assignment process.

Legal Reference: Sections 15, 19, 20, 21, 22, 23, 24, 85, School Act

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