

ACTING PRINCIPAL AND VICE-PRINCIPAL

Background

The Director will appoint an acting principal and/or vice-principal where he/she deems it necessary, pursuant to the following procedures (see Form 423-1).

Procedures

1. The vice-principal of the school shall perform the administrative and supervisory duties in the event of the principal's absence.
2. Principals will provide, as part of the September monthly report, a list of teacher(s) who will be appointed to the capacity of acting principal for the current academic year.
3. Where it is anticipated that a principal may be absent, or where a principal has been absent for a period exceeding five teaching days or more, a Superintendent of Schools shall recommend to the Director that the vice-principal be named acting principal.
4. Where a vice-principal has been named acting principal under Procedure 3, the Superintendent of Schools may recommend to the Director that a teacher be named acting vice-principal.
5. If a principal is absent for an extended period of time, the Director may assign teaching and/or administrative assistance as deemed necessary.

Legal Reference: Section 85, 87, 108, 109 Education Act

Forms Manual: Form 423-1

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