



PRINCIPAL AND VICE-PRINCIPAL TRANSFERS AND NEW APPOINTMENTS

Responsibility:	<i>Senior Superintendent, Student Achievement & Well-Being</i>
Legal References:	<i>Education Act</i>
Related References:	<i>Administrative Procedure 3340 - The Selection of Teaching Personnel for Positions of Added Responsibility: Principal and Vice-Principals, PPM 152: Terms and Conditions of Employment of Principals and Vice-Principals, Ontario Leadership Strategy: Effective Practices Guide for Principal/Vice-Principal Terms and Conditions of Employment, WRDSB Career Plan Survey for Administrators, Policy 5010 – Employment and Placement of Relatives.</i>
Revisions:	<i>January 2016</i>
Reviewed:	<i>January 2016</i>

1. Preamble

The following procedure outlines the processes used to guide consultation, criteria considered and communications between senior administration and administrators when new appointments and transfers are considered and the communications that will occur subsequent to final decisions. The procedure endeavours to ensure that decisions are considerate of the strategic direction and goals of the Waterloo Region District School Board, the needs and interests of our school communities and of administrators.

2. Procedure

- 2.1 Information will be gathered by means of meaningful consultation between administrators and their supervisors, Career Plan Surveys, consideration of system needs and school profiles, and input from school councils to provide the Superintendent of Student Achievement & Well-Being, relevant information to make decisions regarding transfers and appointments. This is to be done in a manner consistent with the principles and practices outlined in the Effective Practices Guide for Principal/Vice-Principal Terms and Conditions of Employment. It is understood that recommendations are made by the Student Achievement & Well-Being Team and brought forward to Coordinating Council for final approval. These procedures do not preclude the fact that, at times, decisions need to be made under extraordinary circumstances. It is reasonable to anticipate that such circumstances may result in less communication than is customary. The procedures do, however, describe a framework that will be applicable for the majority of decisions that are made.
- 2.2 In determining assignments, consideration will be given by the Student Achievement & Well-Being Team to the following factors:
 - 2.2.1 System needs (including a general guideline that principals/vice-principals will not remain at one school for longer than 5-7 years);
 - 2.2.2 School and Community needs;
 - 2.2.3 Individual needs and interests as identified in the process outlined in section 2.1.

- 2.3 Prior to transfers or appointments, the Superintendent, Student Achievement & Well- Being will do the following:
- 2.3.1 Consider the submitted Career Survey submissions of administrators and ensure that dialogue has taken place in the fall with administrators regarding their career plans and the completed survey. This dialogue will also provide principals an opportunity to discuss the needs and interests of their school with regard to Vice-Principal placements as well as to discuss the career plans of their Vice-Principal(s). Career plans will be submitted by the principal to the Superintendent, Student Achievement & Well-Being, no later than November 30.
 - 2.3.2 Clarify with the individual that there is “no compelling reason why they are unable to complete their duties at the school to which transfer or appointment is being considered”. Provide a reminder to keep all information confidential pending final approval;
 - 2.3.3 Speak with the Principal of the sending school in their area, and notify them of the name of the individual recommended for placement at another school. Provide a reminder to keep all information confidential pending final approval;
 - 2.3.4 Speak with the Principal of the receiving school in their area, and notify them of the name of the individual (P or VP) recommended for placement at their school. Provide a reminder to keep all information confidential pending final approval.
- 2.4 Prior to Board approval (appointments) or notification (transfers), any administrator with concerns regarding their transfer or appointment will direct their concerns in a timely fashion to the Senior Superintendent, Student Achievement & Well-Being, for consideration by Coordinating Council.
- 2.5 Following Board approval (appointments) or notification (transfers), the following steps will occur:
- 2.5.1 On the evening that final approval of a new appointment is granted, the Superintendent chairing the P/VP selection committee will contact new appointments who have been placed from a leadership pool and the principal of the receiving school;
 - 2.5.2 On the evening that information is received by the board regarding a transfer, the appropriate area Superintendent will confirm the transfer with the candidate and the principal of the receiving school.
- 2.6 Principals will notify their staff of the new incoming administrator on the morning following the Board meeting.
- 2.7 The Superintendent, Student Achievement & Well-Being, will ask the transferring or retiring Principal to contact the School Council chair and inform them of the new P/VP placement at their school.
- 2.8 Transfers/appointments for system information will be posted no earlier than 2:00 p.m. the day following the Board meeting.
- 2.9 Within a reasonable time, the Superintendent, Student Achievement & Well-Being will contact the new appointments/transfers to welcome them to the area.
- 2.10 The principal will call the incoming VP and welcome them to the school, arrange entry process, etc.
- 2.11 Leadership Pool Appointments are included in regular In-Camera Reports to Committee of the Whole regarding Principal/Vice-Principal transfers and new appointments.