



PRINCIPAL/VICE-PRINCIPAL ABSENCES – APPOINTMENT OF DESIGNATE

Responsibility: *Executive Superintendent of Human Resources*

Legal References:

Related References:

1. Preamble

The following procedures provide guidelines and expectations regarding principal/vice-principal absences and the implementation of temporary administrative positions.

2. Procedures

2.1 When a principal is to be absent from the school for up to two (2) days in duration and is within the county (i.e., Education Centre, another school), a message is to be left with the school secretary advising them where the principal may be reached. No designate is required.

When a principal is to be absent from the school for up to two (2) days in duration and is outside the county, the principal is to leave, with the secretary, the name of a neighbouring administrator in the event of an emergency. Should the neighbouring administrator not be available, the secretary is to contact the secretary of their superintendent of instruction. No designate is required.

2.2 When a principal is to be absent from the school for more than two (2) days, but less than twenty (20) days, a designate may be appointed. Consideration should be given to an individual who has principal qualifications, expressed an interest in the role of an administrator, or is currently in an administrative pool. The superintendent of instruction will be advised by the principal of their absence and the name of the individual who shall act as the designate. In addition, the school secretary will advise Human Resources and follow the procedures for implementing Temporary Administrative Positions (section 3) In the event that a designate is not available, the principal is to contact the superintendent of instruction for further direction.

NOTE: In schools where there is a vice-principal, the process outlined above will not be exercised.

2.3 When the principal is to be absent from the school for more than twenty (20) days and not more than one hundred and ninety-three (193) days, the principal will advise the superintendent of instruction of such an absence. The superintendent of instruction will, in consultation with the principal and the members of instructional services, appoint a designate.

2.4 The teacher acting as a principal/vice-principal designate, shall not discipline or evaluate other teachers.

3. Implementation of Temporary Administrative Positions

3.1 Where a teacher is designated as principal/vice-principal, Human Resources must be advised to ensure the necessary adjustments are made for salary payment. The following procedure is to be followed by the school:

3.1.1 Connect to the HR Server.

To Be Reviewed

- 3.1.2 Access the 1998-99 Placement Form database using the same password as before.
 - 3.1.3 Click on the button "TEMP ADMIN ENTRY".
 - 3.1.4 Complete the required fields.
 - 3.1.5 Exit database.
- 3.2 The entries for temporary administration are processed in the same manner as the Elementary/Secondary Placement Forms which have been in use for the past two (2) years.
- 3.3 If you have any questions regarding this procedure, please contact Brian Driver at ext. 4450.