

POLICY: <u>VICE-PRINCIPALSHIP</u> # <u>814</u>		
SECTION: <u>800</u> : <u>Personnel and Employee Matters</u> Page <u>1</u> of <u>2</u>		
APPROVAL/REVISION DATE: <u>January 2018</u>	EFFECTIVE DATE: <u>January 2, 2018</u>	REVIEW DATE: <u>January 2023</u>
CROSS REFERENCE: Education Act, Part XI.I Ontario Regulation Reg 234/10 Technical Requirements Manual – Principal/Vice-Principal Performance Appraisal (2013) Institute for Educational Leadership – Leadership Framework		

A: **POLICY**

1. The Thunder Bay Catholic District School Board recognizes the position of vice-principalship as both an internship for principalship, and as a career position.

B: **GUIDELINES**

2. Role

2.1 The vice-principalship is recognized as a training position for principalships, as one means of providing leadership opportunities for staff, and, as a way of providing assistance to principals in the operation, management and supervision of the schools.

2.2 As part of the leadership team of the school, the vice-principal will be expected to assist the principal; in the organization and administration of the school; in the community and public relations of the school; in programs for staff development; in evaluating the efficacy of school programs; in the supervision of instruction; in the performance appraisal of teachers and other school staff; and in monitoring student achievement, including assessment, evaluation and reporting of student progress. The vice-principal will be expected to capitalize on personal abilities, talents, experience and personality, while learning the diversity of obligations, problems and skills associated with the principalship itself.

3. Appointment & Relief Time

- 3.1 Vice Principals shall be appointed to schools:
- a) within the annual grant structure as determined by the Ministry of Education, and
  - b) contingent upon approval by the Board through the budget setting process

At a minimum, Vice-Principals will be assigned to schools in the following manner:

For secondary schools – a minimum of one (1) FTE

For Senior Elementary Schools – a minimum of half-time (0.5) FTE

For Elementary Schools – a minimum of half-time (0.5) FTE when enrollment exceeds 550

For part-time vice-principals, additional duties may be assigned in consultation with the Executive Leadership Team and the school Principal.

4. Performance Appraisal

- 4.1 To assist in the professional growth and development of their leadership potential, the regular performance appraisal of vice-principals will be undertaken by principals and, when necessary, by superintendents.

POLICY: <u>VICE-PRINCIPALSHIP</u>		# <u>814</u>
SECTION: <u>800</u> : <u>Personnel and Employee Matters</u>		Page <u>2</u> of <u>2</u>
APPROVAL/REVISION DATE: <u>January 2018</u>	EFFECTIVE DATE: <u>January 2, 2018</u>	REVIEW DATE: <u>January 2023</u>
CROSS REFERENCE: Education Act, Part XI.I Ontario Regulation Reg 234/10 Technical Requirements Manual – Principal/Vice-Principal Performance Appraisal (2013) Institute for Educational Leadership – Leadership Framework		

- 4.2 The process and procedures for performance appraisal are designed to respect the dignity and rights of the vice-principal and are to be based on fair and equitable treatment.
- 4.3 The performance appraisal for vice-principals shall be conducted in accordance with Ontario regulation 234/10
- 4.4 The Board extends to the Director the right to make derivative policy and regulations relative to this policy.