POLICY: VICE-PRINCIPALSHIP			# 814
SECTION: 800 : Personnel and Employee Matters		Page 1	of 1
APPROVAL/REVISION DATE: May 2024	EFFECTIVE DATE: May 2024	REVIEW DATE: May 2029	
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
b) contingent upon approval by the Board through the budget setting process

For part-time vice-principals, additional duties may be assigned in consultation with the Senior 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.

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 Chief Executive Officer the right to make derivative policy and regulations relative to this policy.