

Administrative Procedure 432

ROLE OF THE ASSISTANT PRINCIPAL

Background

The Assistant Principal is an educational leader in the school and is directly accountable to the Principal.

Procedures

1. The Assistant Principal(s) will carry out the duties delegated by the Principal.
2. In the event that the Principal is unavailable to carry out the responsibilities outlined in Administrative Procedure 430 – Role of the Principal, the Assistant Principal will fulfill the role.
3. In schools where there is more than one (1) Assistant Principal, the Principal will identify the order in which responsibility will be assigned in his/her absence.
4. In schools without a designated Assistant Principal or when all administrators are absent from the school, the Principal will identify the teacher who is authorized to act in his/her absence.
5. The Principal will conduct the evaluation of the Assistant Principal (refer to Appendix).

Reference: Section 19, 20, 60, 61, 95, 96, 113 School Act
Principal Quality Practice Guideline
School Leadership Framework
Collective Agreement
Administrative Procedure 430 – Role of the Principal