

# ADMINISTRATOR PLACEMENTS

## Background

The Division believes that the periodic rotation of administrators contributes to their professional and personal growth. Specific school needs are also addressed through this process, thereby, improving the quality of education throughout the Division.

## Procedures

1. The Superintendent or designate will review annually all school administrative assignments.
2. Principals and Assistant Principals shall submit an intent form (a Google form sent to administrators annually) to the Superintendent or designate by the deadline each year as stated on the form. The deadline may vary from year to year. The Superintendent or designate will also meet with individuals to discuss their intent form in any given year.
3. The Superintendent or designate shall determine if the potential exists for a placement based on:
  - 3.1 The information gained from the intent forms;
  - 3.2 Needs identified within schools;
  - 3.3 To support areas of growth in regards to the Leadership Quality Standard (LQS);
  - 3.4 Any other information and considerations the Superintendent or designate considers relevant.
4. All Principals and Assistant Principals will be informed of any decisions by the Superintendent or designate when the process is complete.
5. The Superintendent or designate will provide the Principal or Assistant Principal confirmation of the placement by letter. The letter shall state the school in which they have been placed and the effective date of the new placement. All administrative placements will be effective August 1<sup>st</sup> unless there are extenuating circumstances where a rotation is necessary at a different time of the year.

Reference: Leadership Quality Standard

Related APs: Reduction in Teaching Staff Workforce (Incl. Administrative Designations) (AP 417)

Amended: January 2023