

ADMINISTRATOR CONTRACTS

Background

The Division has a systematic approach to offering administrative contracts to School Administrators (Principals / Assistant Principals) that is fair, consistent, and predictable.

Procedures

1. The types of contracts that could be offered to a Principal would be:
 - 1.1 One-Year Initial Probationary contract (given in the first year of an on-going position).
 - 1.2 Two-Year Initial Probationary contract (given in the first year of an on-going position).
 - 1.3 One-Year Term contract (given following the One-Year or Two-Year Initial contract if a Three-Year Term contract was not being offered).

Reasons could include:

 - 1.3.1 Performance concerns
 - 1.3.2 Temporary nature of the position
 - 1.4 Three-Year Term contract (given under normal circumstances, following the One-Year or Two-Year Probationary contract or after the expiration of a previous Three-Year Term contract).
 - 1.5 When the Principal has had four to five years of continuous Principal contracts a decision will be made as to whether to offer a continuous contract or not. If not, the Principal designation will end. If yes, a continuous Principal contract will be given.
 - 1.6 Acting contract (given when replacing another School Administrator for one year or less). This contract would be terminated upon the return of the absent School Administrator or until the end of the school year, whichever comes first.
 - 1.7 In the absence of the Principal from a school where there is no Assistant Principal or in the absence of both the Principal and Assistant Principal(s) from a school, a teacher shall be designated by the School Jurisdiction to be Acting Principal and shall be paid 50 percent of the Principal's allowance should the Principal or both the Principal and Assistant Principal(s) be absent one full school day or more, and such allowance shall be payable back to the first full day of designation. Such designation shall terminate upon the return to duty of the Principal or either the Principal or Assistant Principal(s) or upon the appointment of a new Principal, who has assumed responsibility within the school, whichever is sooner. Complete form 421-1 (Acting Principal Claim).

2. The types of contracts that could be offered to an Assistant Principal would be:
 - 2.1 One-Year Initial contract (given in the first year of an on-going position).
 - 2.2 One-Year Term contract (given following the One-Year Initial contract if a Three-Year Term contract was not being offered).

Reasons could include:

 - 2.2.1 Performance concerns
 - 2.2.2 Temporary nature of the position
 - 2.3 Three-Year Term contract (given under normal circumstances, following the One-Year Initial contract or after the expiration of a previous Three-Year Term contract).
 - 2.4 Acting contract (given when replacing another School Administrator for one year or less). This contract would be terminated upon the return of the absent School Administrator or until the end of the school year, whichever comes first.

3. Education

- 3.1 A condition of accepting an administrative position within the Division is a commitment of starting a Masters' Degree Program within the next school year. Continuation of an administrative contract and designation is contingent of successful completion of a Masters' Degree within five (5) years.
- 3.2 Proof of entry into a Masters' Degree Program is required, including identification of specialization.
- 3.3 Education training must be directly related to the position. Acceptable Masters' Degree Programs include:
 - 3.3.1 Education Leadership,
 - 3.3.2 Curriculum, or
 - 3.3.3 Other specialization in consultation with the Superintendent may be acceptable.
- 3.4 Proof of successful completion of the Masters' Degree Program is required.

4. Evaluations

- 4.1 A formal evaluation, as outlined in AP 422, will be conducted by the Superintendent and/or designate prior to issuing another Principal contract.
- 4.2 The Superintendent and/or designate must complete an evaluation on the Assistant Principal. The Principal is to be consulted in the evaluation process prior to issuing another Assistant Principal contract.

Reference: Section 60, 61, 96,113, School Act

Related APs: Administrator Evaluation (422)

Forms: Acting Principal Claim (421-1)

Amended: April 2019