



PROCEDURE:	Pr H:15
EFFECTIVE:	March 31, 2009
AMENDED:	
RELATED POLICIES:	H: 15 H: 07 H:05 H: 01, Pr H: 01B
REPEALS:	
REVIEW DATE:	2017-2018

## 1.0 Objective

- 1.1 To provide a procedure and guidelines for effective principal/vice-principal transfers.

## 2.0 Determination of the Need for Principal/Vice-Principal Transfers

- 2.1 The need for transfers of principals/vice-principals may arise at any time during the school year. The Superintendent of Human Resources is responsible for the identification of the need for a transfer, after consultation, and for advising the Director of Education.
- 2.2 In addition, the Superintendent of Human Resources shall review principal/vice-principal placements bi-annually and make any necessary recommendations for transfers to the Director of Education.
- 2.3 Whenever possible, transfers will be implemented at logical breaks in the school year when it is least disruptive to the school community.

## 3.0 School Council Profile

- 3.1 As the need for principal/vice-principal transfers may arise at any time during the year, it is important that school councils develop and annually review a Principal Profile for their school that administration can utilize in placing principals in a manner that can best meet the needs of the school community. School Councils will annually be invited by administration to review and provide their Principal Profiles.

## 4.0 Procedure

- 4.1 Principals and vice-principals under consideration for transfer shall be consulted by the Superintendent of Human Resources (or designate) by October first or April First, if consideration is part of a bi-annual review, or as soon as possible where the need for transfer arises at another time during the course of the school year. The consultation shall include a discussion on:
- a. school size
  - b. school council profile

- c. staff and student characteristics
  - d. school improvement plan
  - e. communities of preference
- 4.2 In order to maintain stability and continuity in the school community, principal and vice-principal (s) should be considered for transfer in different years.
- 4.3 The Board acknowledges the benefit of allowing a principal/vice-principal time to exercise leadership in the position and in the community and this will be a consideration of the Superintendent of Human Resources when recommending transfer and placement to the Director.
- 4.4 Any request for transfer from principals or vice-principals shall be made in writing to the Superintendent of Human Resources prior to March 1<sup>st</sup> and any such request shall be included in the consultation process.
- 4.5 It shall be the responsibility of the Superintendent of Human Resources, after a consultative process, to recommend to the Director proposals for transfers.
- 4.6 The Superintendent of Human Resources shall consider the Principal Profiles completed by school councils and input from the trustee (s) representing the affected school (s) when recommending transfer and placement to the Director.
- 4.7 The Director shall approve all principal/vice-principal transfers, and shall prepare a report on principal/vice-principal transfers as information to the Board of Trustees at an in-camera meeting for discussion prior to public announcement.