

Personnel and Employee Relations 7272 Appointment of Persons to the Position of Temporary Principal or Vice-Principal	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	Policy 12 – Role of the Director
	Status:	Operational

Preamble

"Temporary" Principal or "Temporary" Vice-Principal is one who is appointed to fill an unexpected administrative vacancy, with the duration of such vacancy to be less than one (1) academic year.

Individuals holding "Temporary" status shall return to their former status coincident with the return of the individual whose position they were occupying.

Application

1. In the absence of the principal, the vice-principal shall assume the responsibilities normally performed by the principal.
2. If no vice-principal is appointed to a school, the principal/superintendent shall appoint another teacher to be in charge of the school during the principal's absence.
3. If the principal is absent for more than five (5) consecutive days, the Director and/or designate shall officially appoint the vice-principal as "temporary" principal until the principal is again able to resume their duties. The school division shall be informed at the earliest possibility.
4. Where, in # (3) above, the vice-principal is appointed "Temporary" principal, the vice-principal shall be paid retroactive to the first day of appointment as "Temporary" principal. The following formula shall be used:
 - a. Principal's Allowance / (the number of school days in the school year) x number of days.
 - b. The payment of this allowance replaces the allowance that would normally be received by the vice-principal.
5. Where there is no vice-principal, the Director and/or designate shall appoint a teacher as temporary principal until the principal is able to resume their duties. The school division shall be informed at the earliest possibility.

6. Where a teacher is appointed "Temporary" principal, the teacher shall be paid the principal's allowance for that school retroactive to the first day of appointment as "Temporary" principal. The following formula shall be used:
 - a. $\text{Principal's Allowance} / (\text{the number of school days in the school year}) \times \text{number of days.}$
7. When a vice-principal is appointed "Temporary" principal, another teacher within the school may be appointed "Temporary" vice-principal. Where a teacher is appointed as "Temporary" vice-principal, the teacher shall be paid the vice-principal allowance retroactive to the first day of appointment as "Temporary" vice-principal. The following formula shall be used:
 - a. $\text{Vice-Principal's Allowance} / (\text{the number of school days in the school year}) \times \text{number of days.}$
8. The selection of a "Temporary" principal by the Director shall take into account the need to balance division needs, school needs and school division priorities.