



**Section Two: School District Administration**

*“Together We Learn”*

**220R – PRINCIPALS AND VICE-PRINCIPALS:  
SELECTION, APPOINTMENT AND TRANSFER  
(REGULATIONS)**

The Board of Education is committed to ensuring that the candidates available for principal/vice-principal positions are hired and placed appropriately. Therefore, in reviewing these assignments, the following will be considered by the Superintendent of Schools:

1. The usual minimum period for assignment to a school will be three years.
2. A principal/vice-principal will be considered for a transfer if he/she has strengths deemed desirable at the new location.
3. A principal/vice-principal will not be transferred merely because he/she is having difficulties in his/her present position.
4. A principal/vice-principal requesting to be transferred to another administrative position should express their interest in writing to the Director of Instruction - Human Resources by January 31 in the school year before the move being requested.

Prior to the transfer or new appointment of a principal, the Superintendent or designate will meet with the staff, Parent Advisory Council, School Planning Council and (where appropriate) students to seek input.