



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 and (where appropriate) students to seek input.

Date Agreed: February 23, 1994;
Date Amended: June 7, 2000

Date Reviewed/Amended: November 13, 2002
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Date Reviewed: November 12, 2014
Related Documents: Policy 220