



Rationale

This policy recognizes and addresses the need for the following:

- Assistance to the Principal
- Substitute for the Principal in his/her absence
- The provision of administrative training for career growth, and
- A team approach to the administration of the school

Policy

A Vice-Principal may be designated to assist the Principal in the day-to-day administrative operation of the school.

REGULATION

The Vice-Principal is a member of the school administration team whose primary function is to assist the Principal.

The specific role of the Vice-Principal will vary from school to school depending on:

- the size and specific needs of the school
- the skills, experience and/or preferences of the school administrators

The principal will annually review the role and duties assigned to the vice principal. In the absence of the Principal the Vice-Principal assumes responsibility for the day to day operation of the school.

With respect to **the duties of the Vice-Principal:** As a member of the administration team of the school, the Vice-Principal will assume those specific duties determined in consultation with the Principal which may include, but not be limited to, the following:

- assume the role of the Principal in his/her absence
- assist in the development of the school's curriculum
- assist the Principal in the supervision of instruction
- supervise and co-ordinate the activities of the extra-curricular activities
- assist in the development of program evaluation
- co-ordinate and organize the testing and reporting periods
- assist in the organization of the student awards program
- co-ordinate the inventories of supplies and textbooks within the school



- assist the Principal with the ordering of textbooks and general supplies, as needed
- assume the responsibility for overseeing the scheduling the playground supervision of students
- assist with the day-to-day disciplining of students
- assist in the organization of staff and pro. development activities
- assist in the scheduling involved with teachers' timetables
- perform other duties as assigned by the Principal

Reference:	Approved
	Date Approved: September 1994
Cross-reference:	Date(s) Revised: September: 2009, March 2012