



Rationale

The Board of Directors believes that to provide instructional leadership and supervision **effectively** within a school, adequate administrative time is required. **Administrative time is time free from teaching and from any classroom responsibilities normally part of a teacher's work.**

Policy

The Board of Directors recognizes that Principals, if they are to exercise effective instructional leadership and overall supervisory control within their school, require sufficient time free from actual classroom instruction **and its attendant responsibilities**. The amount of administration time should be determined by the Superintendent of Schools, in consultation with the Principal, taking into consideration the size of the school plant, the number of staff, the number of students and programs offered within the school, and the administrative organization of the school.

Regulation

1. The following guidelines are used in assigning administration time to schools. This time includes administration time for both the Principal and the vice-Principal.

A basic minimum administrative time of 1.00 F.T.E. for schools enrolling at least 1 class per grade. Schools with less than 1 class per grade, a percentage of 1.00 F.T.E. will be determined by the Superintendent. For each unit of 50 students in excess of 200 students, an additional .10 F.T.E. time will be provided.

2. Significant proportion of administrative time should be allocated for staff leadership, relationship building and program development. Activities such as the following are useful and necessary to varying degrees:
 - embedding Catholic beliefs and values throughout the school
 - engaging in regular individual teacher conferences, often informal
 - making regular classroom visits
 - coordinating special subjects (art, music, reading, and physical education) with the academic curriculum
 - substitute teaching on occasion
 - participation in Principals' organizations and conferences



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- active involvement in system-wide curriculum development
 - planning and presenting in-service programs
 - meeting and greeting parents
 - being visible around the school to staff and students

Reference:	Approved
	Date Approved: April 1994
Cross-reference:	Date(s) Revised: September 2007, March 2012