



ADMINISTRATIVE PROCEDURE PERSONNEL	
Effective:	June 25, 2014
Last Revised:	

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ALLOCATION OF PRINCIPALS AND VICE-PRINCIPALS

1. PURPOSE

Rainbow District School Board is committed to providing direction and educational leadership to the district, and to maintaining the effective functioning of the system.

2. APPLICATION

This administrative procedure governs the appointment of principals and vice-principals to schools in the district.

PROCEDURES

3. Allocation of Principals

Principals will be assigned through the spring staffing process based upon predicted enrolment (Full Time Equivalent--FTE).

3.1 Elementary School Principals

- Schools with 25 to 149 students will have a .5 principal.
- Schools with 150- 249 students will have a .75 principal.
- Schools with 150- 249 students with a self-contained special education class will have a 1.0 principal.
- Schools with 250 or more students will have a 1.0 principal.
- Twinned schools will have a 1.0 principal.
- Jean Hanson Public School will have a 1.0 principal.

3.2 Secondary School Principals

All secondary schools will have a 1.0 principal.

4. Allocation of Vice-Principals

Vice-principals will be assigned through the spring staffing process based on predicted enrolment (FTE) as well as needs.

4.1 Elementary Vice-Principals

- Enrolment Allocation: Schools with 325 students and more will have a .25 vice-principal.
- Needs Allocation: The needs allocation will be based on the demographic profile of the school which may include student population characteristics, additional programs, and number of staff.
- Twinned elementary schools with a combined enrolment of less than 325 students will have a .25 vice-principal.

4.2 Secondary Vice-Principals

Enrolment Allocation:

- Schools with up to 325 students will have 0.5 vice-principal.
- Schools with 326 to 599 students will have 0.75 vice-principal.
- Schools with 600 and more students will have a 1.0 vice-principal.

Needs Allocation:

- The needs allocation will be based on the demographic profile of the school which may include student population characteristics, additional programs, and number of staff.

5. Additional Considerations

- 5.1 Care and Treatment facilities will be staffed for principals and vice-principals based upon Ministry funding.
- 5.2 Allocations will be reviewed each September based upon the actual September enrolment. In the event that the enrolment drops, allocation of administrators will be re-evaluated and transfers may occur immediately or during the school year.
- 5.3 Nothing in the foregoing procedure precludes the director from appointing and/or maintaining a principal/vice-principal in any school where warranted.

REFERENCE DOCUMENTS

Legal:

Education Act, section 265 Duties of Principal

Ontario Regulation 298, sections 11-12 Duties of Principal and Vice-Principal

Board:

Board Policy No. GOV-06 Role of the Director of Education

Administrative Procedure Interviewing Committee Structure for Principals and Vice-Principals

Administrative Procedure Transfer of Principals and Vice-Principals