



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

---

## PRINCIPAL AND VICE-PRINCIPAL ABSENCES

---

### 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.

This administrative procedure provides for the appointment of administrative support when principals or vice-principals are absent.

### 2. APPLICATION

This procedure applies to principals and vice-principals.

### PROCEDURES

#### 3. Absence of Principal

In the absence of the principal, the vice-principal or the lead teacher will assume the principal's responsibilities. At the director's discretion, an acting principal at a principal's salary may be appointed.

#### 4. Absence of Principal: School without Other Administrative Person

4.1 In a school where there is no other administrative person (vice-principal or lead teacher), the following procedures will be implemented:

4.1.1 Where there is no vice-principal or lead teacher in a school, a teacher-in-charge (ETFO)/casual administrator (OSSTF) may be assigned.

#### 5. Absence of Vice-Principal or Lead Teacher

5.1 At the director's discretion, a replacement may be appointed on a temporary basis at the appropriate salary.

**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 Allocation of Principals and Vice-Principals

Administrative Procedure Interviewing Committee Structure for Principals and Vice-Principals

Administrative Procedure Transfer of Principals and Vice-Principals