



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

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## TRANSFER OF PRINCIPALS AND VICE-PRINCIPALS

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### 1. PURPOSE

Rainbow District School Board recognizes that principals and vice-principals bring together students, the staff, parents, and community partners in the creation of an effective learning and working environment.

The board also recognizes the importance of assigning principals and vice-principals to schools in a way that supports each school community, sustains effective leadership, and provides for their professional growth.

### 2. APPLICATION

This administrative procedure governs the transfer system for Rainbow District School Board principals and vice-principals.

### PROCEDURES

#### 3. Transfer of Principals and Vice-Principals

- 3.1 When considering the possibilities for the transfer of principals and vice-principals, the following are provided:
  - 3.1.1 On an annual basis, principals and vice-principals shall complete a transfer form. Discussions shall take place with their superintendent regarding the possibilities of a transfer. Such discussion shall take place prior to placements.
  - 3.1.2 Principals or vice-principals must understand that transfers to other schools are a condition of employment.
  - 3.1.3 Transfers of principals and vice-principals between elementary and secondary schools are encouraged.
  - 3.1.4 The Executive Council shares the appointments of principals and vice-principals to the Board of Trustees annually.
  - 3.1.5 School councils shall submit an annual profile for principals and vice-principals, which will be considered when the board is reviewing the transfer of principals and vice-principals. Rainbow District School Board Administrative Procedure

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School Councils describes the role of the school council in the selection of school administrators.

***Legal References:***

*Education Act, Section 265 Duties of Principal*

*Education Act, Part XI.1 Performance Appraisal of Principals, Vice-Principals*

Ontario Regulation 234/10 Principal and Vice-Principal Performance Appraisal

Ontario Regulation 298 Operation of Schools, section 11 Duties of Principals

Ontario Regulation 298 Operation of Schools, section 12 Duties of Vice-Principals

Ontario Regulation 612/00 School Councils and Parent Involvement Committees

***Board References:***

Board Policy GOV-01 Mission, Vision, and Values

Board Policy GOV-03 Role of the Corporate Board

Board Policy GOV-06 Role of the Director of Education

Board Policy No. GOV-14 Parent and Community Relations

Administrative Procedure Privacy and Distribution of Personal Information

Administrative Procedure School Councils

Administrative Procedure Allocation of Principals and Vice-Principals

Administrative Procedure Interviewing Committee Structure for Principals and Vice-Principals

Administrative Procedure Performance Appraisal: Principals and Vice-Principals

Administrative Procedure Principal Absences

***Resources:***

*Ontario Leadership Framework 2013*

*Putting Ontario's Leadership Framework into Action: A Guide for School and System Leaders*