

**AVON MAITLAND DISTRICT SCHOOL BOARD
ADMINISTRATIVE PROCEDURE
NO. 477**

**SUBJECT: REPLACING PRINCIPALS AND VICE PRINCIPALS DURING
 ABSENCES**

1. Replacing Principals and Vice Principals During Absences

- 1.1 This Administrative Procedure has been developed to establish guidelines for the replacement of school administrators (Principals and Vice Principals) during periods of absence.
- 1.2 These guidelines recognize two significant related goals:
 - a) of Principals and Vice Principals; and,
 - b) to ensure that leadership capacity school and system-wide is enhanced by giving 'Teachers in Charge' ample opportunity to experience the administrative role.
- 1.3 These guidelines presume the establishment of a Supply Principal/Vice Principal List from which qualified replacement administrators may be engaged.

2. Anticipated Absences

- 2.1 When a Principal is absent and needs to be replaced, the Vice Principal or Teacher-In-Charge (TIC) will normally be appointed to act in his/her absence. An Occasional Teacher may be employed as needed to cover the teaching responsibilities of the Vice Principal or TIC.
- 2.2 When a Vice Principal is absent, a TIC will normally be appointed to act in his/her absence. An Occasional Teacher may be employed as needed to cover the teaching responsibilities of the TIC.
- 2.3 If it is deemed necessary and appropriate, an administrator from the Supply Principal/Vice Principal List may be used to cover Principal or Vice Principal absence. Approval shall be granted by the Superintendent of Human Resources.
- 2.3 The following circumstances may present a situation where hiring an administrator from the Supply Principal/Vice Principal List is the most prudent choice:
 - 2.3.1 When the TIC has been out of his/her classroom an excessive amount of time and there is no other suitable candidate for a TIC;
 - 2.3.2 The absence of both Principal and Vice Principal in a school; or,
 - 2.3.3 The absence of the Vice Principals in a larger school.

3. Supply Administrators

- 3.1 Administrators on the Supply Principal/Vice Principal List must be members in good standing with the Ontario College of Teachers.
- 3.2 Administrators on the Supply Principal/Vice Principal List are advised to remain Associate Members of the Ontario Principals Council.

4. Daily Rates of Pay

- 4.1 There is a daily rate of pay for a supply administrator.
- 4.2 Upon the fifth consecutive day of an administrator absence, a supply Principal or Vice Principal shall be paid at 85% of the Principal Step 0/194 or 85% of the Vice Principal Step 0/194 as of September 1st of that current school year.
- 4.3 For administrator absences of one month or more, where the supply Principal or Vice Principal has worked consistently for the duration of the absence, he/she shall be paid the appropriate grid rate.