HORIZON SCHOOL DIVISION NO. 67	**Policy Code:**	GCAE
	Policy Title:	Vice-Principal and Assistant Principal Positions
POLICY HANDBOOK	**Cross Reference:**	GCAD, GCNN
	Legal Reference:	
	Adoption Date:	February 26, 1997;
	Amendment or Re-affirmation Date:	October 24, 2001; June 18, 2013

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL ESTABLISH A VICE-PRINCIPAL OR ASSISTANT PRINCIPAL POSITION CONSISTENT WITH THE COLLECTIVE AGREEMENT. THE POSITION MAY BE ASSIGNED TO ONE OR MORE PROFESSIONAL STAFF MEMBERS.

REGULATIONS

1.   Professional staff appointed to a Vice-Principal or Assistant Principal position shall be assigned administrative duties by the Principal.

2.   The Principal shall assign an individual(s) appointed to the Vice-Principal or Assistant Principal position as the acting Principal when the Principal is away from the school.

   a) The Principal shall develop a job description consisting of roles and responsibilities for the appointed individual(s) consistent with the school context and the "Administrator Quality Practice and Leadership Dimensions attached to Policy GCNN *Evaluation of School Administrators.*

   b) The Principal shall meet at least annually with the individual(s) appointed to the Vice-Principal or Assistant Principal position to review specific job descriptions.

4.   Designation to Vice-Principal or Assistant Principal positions, unless otherwise precluded by existing contracts, are determined annually. Re-appointment can be recommended based on the principal's supervisory practice and does not require the development of a new profile.

5.   For new appointments, the principal shall consult stakeholders in the development of the position profile.

6.   Appointments to the designation of Vice-Principal or Assistant Principal are approved by the Superintendent of Schools in consultation with the school Principal.

7.   Individuals appointed to the Vice-Principal and Assistant Principal position shall be supervised and evaluated according to division policy.