

## **ACTING PRINCIPAL AND VICE-PRINCIPAL**

### **Background**

The Director will appoint an acting principal and/or vice-principal where they deem it necessary, pursuant to the following procedures (see Form 423-1).

### **Procedures**

1. Approval of Acting Principals / Vice-Principals
  - 1.1. Principals will provide to the Director, as part of the September monthly report, a list of teacher(s) who are recommended to be appointed to the capacity of acting principal or vice-principal for the current academic year.
  - 1.2. The Director or designate is responsible to review and approve all acting principals or vice principals.
  - 1.3. A list of approved acting principals and vice-principals is to be provided to the Payroll Department annually.
2. School with a Vice-Principal
  - 2.1. The vice-principal of the school shall perform the administrative and supervisory duties in the event of the principal's absence.
  - 2.2. Where it is anticipated that a principal may be absent, or where a principal has been absent for a period exceeding five teaching days or more, a Superintendent of School Operations shall recommend to the Director that the vice-principal be named acting principal.
3. Schools with no Vice-Principal
  - 3.1. An acting principal shall be designated from the list of approved acting principals.

Legal Reference: Section 85, 87, 108, 109 Education Act

Forms Manual: [Form 423-1 Principal Designate Timesheet](#)

**Updated: September 22, 2006, May 2022**