

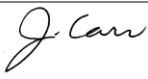
Replacing Administrators During the School Year



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 200.2

1. When an administrative vacancy in a school occurs during the school year the superintendent may fill the vacancy from within the school, from within the district or from outside the district.
2. If the vacancy is to be filled from within the school the principal will direct the selection process. In the case of the principal's absence the assistant principal or School Operations Services will direct the selection process.
 - a. The teachers in the school will be advised of the opening and given a description of the requirements for the position. Eligible staff within the school will be invited to apply.
 - b. The principal, with a selection team, will short list and interview the applicants.
 - c. The principal will make a recommendation from the applicants or recommend the position be filled from outside of the school.
 - d. The principal will notify School Operations Services of the recommendation.
3. In the case of the appointee being new to the principalship or the assistant principalship during the school year, the individual will be in an acting capacity for the period of time the principal or assistant principal will be away or until the end of that school year, whichever occurs first.
4. The superintendent will make the designation and assignment of the acting administrator. The board of trustees will be informed of the designation and assignment.
5. In the temporary absence of the principal from the school and where no assistant principal is present in the school, a teacher shall be assigned the principal's role.

Reference: Board Governance E#1, E#2, EL#6, BSR #2 ECS Organizational Bylaw #7, #8 School Act Section 19,45(8),95,96,97,98,99 School Act Section 100,101,102,103,116,117,118	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 201, 203	Date(s) Revised: December 4, 2000, June 17, 2002