

Administrative Procedure 431

VICE-PRINCIPAL POSITION DESCRIPTION

Background

The Vice-Principal is responsible for assisting the principal in administration of the individual school, through carrying out the duties delegated by the principal. S/he is also expected to use the available opportunities to develop necessary skills and abilities for eventual promotion to the principalship.

The Vice-Principal, as part of a District administrative team, will also play an appropriate role in the District initiatives.

Procedures

1. Details of the Vice-Principal's role will be established by the Principal. In general, these assigned duties will reflect portions of the responsibilities outlined for principals in the District Statement of Effective Administrative Practice (Administrative Procedure 430 – Appendix).

Reference: Sections 20, 22, 23, 65, 85 School Act