

Date of Issue May 2023

Original Date of Issue March 31, 1989

Subject **TRANSFER OF PRINCIPALS AND VICE-PRINCIPALS**

Contact Human Resource Services

1. Rationale

Teachers appointed to the position of principal or vice-principal should anticipate working in a variety of schools of different sizes and in diverse school communities during their careers. The transfer of principals and vice-principals gives the board the opportunity to match administrative strengths and leadership styles with school needs.

2. Transfer Planning

- 2.1 When planning for the transfer of administrators, senior administration will consider the needs and growth of the individual, the needs of the system, and will review the career plans of individual principals and vice-principals, including:
- 2.1.1 career objectives;
 - 2.1.2 the number of years in the present school;
 - 2.1.3 requests to remain at the current school or transfer, with rationale;
 - 2.1.4 preference of locations with rationale if a transfer is being considered, including consideration of place of residence; and,
 - 2.1.5 confirmation of the individual's retirement date – an administrator will not be transferred in the year prior to confirmed retirement, in accordance with Terms and Conditions of Employment.
- 2.2 To ensure that no factors have been overlooked, information obtained from the [Annual Administrator's Survey \(FORM A7510 – 1\)](#) will be used in discussions with administrators. The superintendent of education will discuss a request for a transfer or an anticipated administrative transfer with the individual principal or vice-principal. Superintendents will consult with the appropriate principals for the transfer of vice-principals.

3. Recommendations for Transfers

- 3.1 Administrative Council will discuss the administration needs of individual schools and the board.
- 3.2 The School Council Annual Administration Profile will be considered in the transfer process [School Council Annual Administration Profile \(FORM A7510 – 2\)](#).
- 3.3 A report outlining the transfers will be presented to the Board as information.

- 3.4 The superintendents of education will:
 - 3.4.1 inform the appropriate principals, vice-principals and trustees prior to the information report being received by the Board; and,
 - 3.4.2 notify the administrators involved after the information has been reported at the Board meeting.

First Issued
Revised

March 31, 1989
November 27, 2001; September, 2011, May 2015, December 2017, May 2023

Issued under the authority of the Director of Education

ANNUAL ADMINISTRATOR'S SURVEY

Name: _____ School: _____

Number of Years at School (in current position) _____ Area: _____

Home Address:

Administrative Background (beginning with most recent)

Role	School	Years

Additional Qualifications (i.e. Specialist, Masters, etc.)

OCT Number: _____

Future Professional Goals/Placement Requests

Projected Retirement Date: _____ Notice of Intent to Retire submitted:

Administrator's Signature _____ Date _____

School Council Annual
School Administration Profile

School Name _____ School Year _____

Background Information

On an annual basis, the school council, assisted by the school principal, shall review the School Administration Profile (FORM A7510 – 2) and complete and/or update all sections. Periodically, the Simcoe County District School Board (SCDSB) will consider the transfer and/or appointment of administrative staff. The School Council Annual School Administration Profile will provide input to senior administration regarding the qualities and skill set conducive to success of a particular school setting.

School Council Priorities
<p>Each year, the school administration and staff, in consultation with the School Council shall work collaboratively to develop a School Action and Equity Plan, which will identify school priorities in each of the four areas of the SCDSB Strategic Priorities.</p> <ol style="list-style-type: none"> 1. Well-being 2. Diversity, Equity and Inclusion 3. Community 4. Excellence in Teaching and Learning

<p>Identify one or more priorities for School Council under each of the areas of the SCDSB Strategic Priorities, which are in keeping with the School Action and Equity Plan.</p>
1.
2.
3.
4.

Identify three leadership qualities and/or skills in administrators which are conducive to this school setting.

1.
2.
3.

Identify three strategies School Council supports for effective home and school communication.

1.
2.
3.

Identify three strategies School Council supports to maintain a safe learning and working environment.

1.
2.
3.

School Council Statement

Provide a summary statement regarding School Council's view of the most effective school administrator(s).

The School Council Annual School Administration Profile has been prepared by School Council and shared with school administration.

School Council Chair

Principal

Date