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<b>Date of Issue</b>	September 2011
<b>Original Date of Issue</b>	March 31, 1989
<b>Subject</b>	<b>TRANSFER OF PRINCIPALS AND VICE-PRINCIPALS</b>
<b>References</b>	Administrative Council
<b>Links</b>	FORM A7510 - 1; FORM A7510 - 2
<b>Contact</b>	Human Resource Services

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## **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 with school needs and provides a variety of leadership styles to staff members.

## **2. Transfer Planning**

2.1 When planning for the transfer of administrators, superintendents of education will consider the needs and growth of the individual and 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

2.1.5 the person's planned retirement date – an administrator will not be transferred in the year prior to confirmed retirement in accordance with Terms & 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 principal's or vice-principal's 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 (FORM A7510 - 2).
- 3.3 The local trustee(s) will be consulted in the transfer process.
- 3.4 A report outlining the transfers will be presented to the Board as information.
- 3.5 The superintendents of education will:
  - 3.5.1 inform the appropriate principals, vice-principals and trustees prior to the information report being received by the Board.
  - 3.5.2 notify the administrators involved after receiving the information at the Board meeting.

**First Issued**      March 31, 1989  
**Revised**            November 27, 2001; September 2011

**Issued under the authority of the Director of Education**



**ANNUAL ADMINISTRATOR'S SURVEY**

Name \_\_\_\_\_

School \_\_\_\_\_

Number of Years at School (in current position) \_\_\_\_\_

Administrative Background (beginning with most recent)

Role	School	Years

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

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Project Teams/System Involvement (in past four years)

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Professional Development Interests

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Future Placement Requests

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Future Professional Goals

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Projected Retirement Date

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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 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 in regard to the qualities and skill set conducive to a particular school setting.

**School Council Priorities**

Each year, the school administration and staff in consultation with the School Council shall work collaboratively to develop a School Improvement Plan which will identify school priorities in each of the four goals of the SCDSB Strategic Plan.

1. Relevant, purposeful learning supporting high achievement, well-being and learning for life
2. Inclusive, equitable and safe learning and working environments
3. Responsible stewardship of resources
4. Confidence in public education

**School Council Priorities**

Identify one or more priorities for School Council under each of the goals of the SCDSB Strategic Plan which are in keeping with the School Improvement Plan.

1.

2.

3.

4.



Identify three strengths of the school.

1.

2.

3.

Identify three leadership qualities and/or skills which are conducive to the 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) for the school.

Sample

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

\_\_\_\_\_  
School Council Chair

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Principal

\_\_\_\_\_  
Date