



Date of Issue	January 2011
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Subject	NEW SCHOOLS - ADMINISTRATOR AND OFFICE SUPPORT APPOINTMENTS
References	Administrative Council Policy 3220 – Assignment of Principals to New Schools
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1. Rationale

The Simcoe County District School Board wishes to affirm its commitment to provide an opportunity for a new school principal to become actively involved in planning and preparing for the new school opening.

2. Guidelines

Planning for a new school will include the following:

Elementary Schools

2.1 Principal Appointment

2.1.1 The appointed school principal will assume duties related to the new elementary school planning one school term (approximately three to four months) prior to the opening of the new elementary school.

2.1.2 The appointed elementary school principal will continue to fulfill the duties of principal at his/her current school location.

2.2 Current Vice-Principal Administration Time

2.2.1 Upon appointment of the new elementary school principal, the vice-principal allocation at the principal's current elementary school will be increased to 1.0 FTE, if it is not already a full-time assignment.

2.2.2 This vice-principal allocation will revert back to its original allocation when the new school opens.

2.3 New School Vice-Principal Appointment



The vice-principal(s) for the new elementary school will be identified as soon as possible after the appointment of the principal to ensure that team building occurs during the planning of the new school. The appointment(s) will be effective on the first day of the opening of the new school.

2.4 Senior Administrative Support Appointment

2.4.1 The school principal will be involved in the hiring of a senior administrative support (one) for the school site.

2.4.2 The senior administrative support (one) will begin his/her duties with the appointed principal for purposes of planning and organization of the new elementary school at least sixty days prior to the end of the school year preceding the opening of the new school.

Secondary Schools

2.5 Principal Appointment

The appointed school principal will assume duties related to the new secondary school planning one school year prior to the opening of the new secondary school.

2.6 New School Vice-Principal(s) Appointment

The vice-principal(s) for the new secondary school will be identified as soon as possible after the appointment of the principal to ensure that team building occurs during the planning of the new school. The appointment(s) will be effective on the first day of the opening of the new school.

2.7 Operations Assistant Appointment

2.7.1 The school principal will be involved in the hiring of an Operations Assistant for the school site.

2.7.2 The Operations Assistant will begin his/her duties with the appointed principal for purposes of planning and organization of the new secondary school one school year before the opening of the new school.

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