

SECTION 500 – Personnel and Employee Relations

**ADMINISTRATIVE PROCEDURE: SCHOOL-BASED ADMINISTRATIVE
POSITIONS**

<i>PROCEDURE CODE:</i>	<i>508 AP 002</i>
Policy Reference: 508 – Administrative Appointments	

PROCEDURE

1. A school may qualify for vice-principals or additional teaching F.T.E. after a conversation between the school principal and the Superintendent or designate. The Superintendent or designate, in consultation with the school principal will consider, but will not limit the decision, to the following factors:
 - 1.1. the school's socio-economic level;
 - 1.2. if it is/is not dual track (English and French) school;
 - 1.3. the level of student needs in the building (level and number of student needs, students who are coded, etc.);
 - 1.4. past, present, and projected enrolment;
 - 1.5. other relevant needs in the school.
2. The following guidelines will be used to start the conversation about additional vice-principal (or additional teacher F.T.E.):
 - 3.1. First Vice-Principal at 150 students;
 - 3.2. Second Vice-Principal at 400 students;
 - 3.3. Third Vice-Principal at 900 students;
 - 3.4. If student enrolment exceeds 1000 students, the Superintendent or designate may choose to put in place additional supports for the school community such as a classroom support teacher, additional counselor, etc.
4. Secondary schools qualify for department heads on the following basis.

Medicine Hat High School	- 7
Crescent Heights High School	- 7
Alexandra Middle School	- 2
Dr. Roy Wilson Learning Centre:	- 1.5

5. The Superintendent of Schools may choose to appoint alternative administrative positions such as project leaders, team leaders, or curriculum leaders in lieu of vice-principals or department heads. The Superintendent of Schools may also choose to make no appointments. These choices will be for a specified period, provided that the following conditions are met:
 - 5.1. the administration allowance entitlement of a school is not diminished as a result of appointing alternative positions;
 - 5.2. if no administrative appointments are made, the allowances associated thereto are paid into the school Professional Development Fund;
 - 5.3. if the allowances paid to alternative administrative personnel are not equal to the allowance which would have been made had the regular appointment proceeded, the difference shall be paid into the school Professional Development Fund;
 - 5.4. the decision to alter the administrative structure of the school is recommended by the principal; in consultation with the staff affected by the change and by the School Council of the school.
6. Determining the positions within a school:
 - 6.1. Where a vacancy occurs and the principal decides to retain the designated administrative position(s) for the school, the selection process below shall be implemented.
 - 6.2. Where there is a vacancy and the principal wishes to recommend the appointment of alternative administrative positions, the following steps must be taken:
 - 6.2.1. the principal will develop an alternative administrative structure stating the positions to be named, and the duties of each position;
 - 6.2.2. where the position being replaced is a vice-principal, all the certificated staff in the school will be consulted;
 - 6.2.3. where the position being replaced is a department head, the certificated staff in the department will be consulted;
 - 6.2.4. either plan must be submitted to the School Council for consultation.
 - 6.3. The principal will decide on the recommendation to go to the Superintendent or designate.
 - 6.4. The Superintendent or designate will decide to accept the alternative administrative structure, or to retain the designated positions.

Approved: February 22, 2005

Revised: February 6, 2017

