

## ADMINISTRATIVE PROCEDURE

**Personnel and Employee Relations**

School-based Administrative  
Positions

PER #24

**Revised: October 2024**

### Background

The Board of Trustees of Christ The Redeemer Catholic School Division (Board) recognizes the valuable contribution that principals and vice-principals make in the improvement of student achievement, performance and growth in our schools. Of significant importance is the role of these school-based leaders in developing a culture of excellence in the four pillars of our division: Faith, Learning, Safe and Caring, and Stewardship of Resources.

The Board also recognizes the need to develop opportunities for certificated staff to develop leadership skills and encourages, whenever possible, and when in the best interest of the school and/or division, that as many teachers as possible have access to the school based administrative positions. The Board believes that the most appropriate training for the principalship is the vice-principalship.

### Procedures

#### 1. Guiding Principles

- 1.1. Each school regardless of size will have a designated principal.
- 1.2. Administrative release time includes the individual's teaching preparation time.
- 1.3. The amount of administrative release time given to a school will be based on the following guiding ratio - 1 FTE Administrative release time to every 250 students.

##### 1.3.1.Example #1

- 1.3.1.1. School population of 350 students
- 1.3.1.2. 2 administrators – 1 principal and 1 vice-principal
- 1.3.1.3. Amount of administrative release time would be decided by the school's administration and approved by the Superintendent
- 1.3.1.4. Administrative release time would equal – 350 students/250 students per FTE = 1.4 FTE
- 1.3.1.5. Sample distribution of administrative release time would be
  - 1.3.1.5.1. Principal 0.8 FTE administrative release time/vice-principal .6 FTE administrative release time

##### 1.3.2. Example #2

- 1.3.2.1. School population of 650 students
- 1.3.2.2. 3 administrators – 1 principal and 2 vice-principals
- 1.3.2.3. Amount of administrative release time would be decided by the school's administration and approved by the Superintendent
- 1.3.2.4. Administrative release time would equal – 650 students/250 students per FTE = 2.6 FTE

1.3.2.5. Sample distribution of administrative release time would be

1.3.2.5.1. Principal 0.90 FTE administrative release time/vice-principal #1 - 0.85 FTE administrative release time/ vice-principal #2 - 0.85 FTE administrative release time

1.4. The size of the school will dictate the number of site-based administrators. The following guideline will be followed:

|          |                    |                             |
|----------|--------------------|-----------------------------|
| 1.4.1.1. | 1 - 150 students   | 1 site-based administrator  |
| 1.4.1.2. | 151 – 600 students | 2 site-based administrators |
| 1.4.1.3. | 601 – 900 students | 3 site-based administrators |
| 1.4.1.4. | 901+ students      | 4 site-based administrators |

2. The principal of a school may make a request to the Superintendent for an additional administrator. The Superintendent, after reviewing the request, will determine the viability of the position and will either approve or deny the request. If a vice-principal or second vice-principal is added, the overall administrative time allotment will remain the same.
3. If the request is approved the position will be advertised internally and the normal hiring procedures will take effect as outlined in the Administrative Procedure PER #01, Hiring of Staff. If no suitable candidate is found internally the position will be advertised externally.
4. If the school's population significantly decreases, a review of the administrative time and positions will be conducted by the Superintendent.