

Procedure Title	Transfer of Principals and Vice-Principals		
Date of Issue	November 6, 2013	Related Policy	BP 7370-D
Revision Dates		Related Forms	
Review Date		Originator	Administrative Council
References			

1.0 RATIONALE

Bluewater District School Board believes that the leadership offered by principals and vice-principals is a key factor in providing quality education in the schools.

2.0 SYSTEM EXPECTATIONS

- 2.1 Bluewater District School Board will transfer principals and vice-principals in such a manner as to provide:
- a) New challenges to broaden administrative experience and to provide professional growth;
 - b) Fresh approaches to leadership in a new environment;
 - c) A change in responsibilities in accordance with demonstrated performance;
 - d) Distribution of administrative ideas and experience among schools in the district;
 - e) Recognition of the length of time required to impact positively on a school culture; and
 - f) Consultation with Association of Bluewater Administrators (ABA) members.
- 2.2 The following are the factors that should be taken into account when considering the transfer of the principal or vice-principal from one school to another:
- a) Breadth of experience in administering regular and special education programs;
 - b) Range of grades supervised;
 - c) Experience with specific administrative supervisory tasks;
 - d) School-community relations;
 - e) Years of experience as a principal and/or vice-principal;
 - f) Number of years as principal and/or vice-principal at present school;
 - g) Number of years prior to probable retirement;
 - h) Academic and professional qualifications;
 - i) The distance of travel to the school; and
 - j) Personal/professional reasons why a placement would not be appropriate.
- 2.3 The board will follow a formal selection process that includes the Principal/Vice-Principal Leadership Program.
- 2.4 The school profile developed by the school council and staff will be considered to assist with the placement of principals and vice-principals.
- 2.5 Transfers will be made with regard to the continuity of programs in a school.

- 2.6 As a general rule five to seven years is seen as an optimal time frame for a school principal to remain in one location. However, the Administrative Council, in consultation with members of ABA, will consider a variety of issues when making decisions about the transfer of principals.

3.0 PROCEDURE

- 3.1 The area superintendent will invite principals/vice-principals to discuss the placement for the next school year. The discussion will include our procedure and system expectations. This consultative process will include:
- a) Our procedure and system expectations
 - b) The long-range goals of the administrator
 - c) Preferred locations for relocation
- 3.2 When decisions have been made by the Administrative Council about placements for administrators, the person(s) affected by these decisions will be informed by the appropriate area superintendent. This conversation will include the opportunity for the administrator to discuss the placement with the area superintendent.
- 3.3 It is understood that all discussions are confidential.