

Procedure Title	Principal, Vice-Principal, Lead Teacher Designation		
Date of Issue	October 17, 2000	Related Policy	BP 7370-D
Revision Dates	August 29, 2007; October 9, 2013; January 9, 2019	Related Forms	AF 2805
Review Date		Originator	Administrative Council
References			
Education Act; Ontario Regulation 298			

1.0 SYSTEM EXPECTATIONS

1.1 Elementary

- a) A principal who is qualified under the Education Act and Ontario Regulation 298 shall be assigned to every elementary school in Bluewater District School Board, or elementary school unit that is created or exists through twinning or shared administrative responsibilities.
- b) Vice-principal time will be provided at a level to be determined annually based on the Ministry of Education funding formula and the needs of the system.
- c) A lead teacher will be appointed in elementary schools that do not qualify for a vice-principal.

1.2 Secondary

- a) A principal who is qualified under the Education Act and Ontario Regulation 298 shall be assigned to every secondary school in Bluewater District School Board.
- b) Vice-principal time will be provided at a level to be determined annually based on the Ministry of Education funding formula and the needs of the system.

2.0 PROCEDURE

2.1 Principal/Vice-Principal

- a) Principals/vice-principals are appointed based on the Bluewater Administrators Selection Process.
- b) Principal/vice-principal placements are determined by the Administrative Council in consultation with school administrators.
- c) Principals/vice-principals are placed in schools with due consideration of staff and school council input to the school profile and administrator selection.
- d) Administrative time may be divided by the principal and vice-principal in a manner that meets the needs of the school program.

2.2 Lead Teacher

- a) The position of lead teacher is to be advertised at the school level by the principal, annually in May.
- b) A selection process, which includes an interview (as required), will be determined at the school level.
- c) Initial consideration for the role of lead teacher should be given to individuals aspiring to vice-principal and principal roles. (i.e., leadership courses, principals' courses, masters degrees etc.)
- d) A lead teacher shall be appointed by the school principal in consultation with the area supervisory officer.
- e) The role description of the lead teacher (see Appendix A) will be reviewed annually by the District Staff Advisory Committee

APPENDIX A - SUPPORT FOR LEAD TEACHER

1. Each school will have an emergency plan developed by the administrator and the school lead teacher in consultation with the staff.
2. This emergency plan will include, but not be limited to:
 - a. critical contact numbers (e.g., administrator (cell), neighbouring administrator(s), area supervisory officer);
 - b. pertinent emergency numbers;
 - c. knowledge of and easy access to inclement weather and school safety plans (e.g., fire, school lockdown)
 - d. medical emergency plan(s) for students with a severe or life threatening condition;
 - e. early dismissal/school closure procedure;
 - f. positive behaviour support plans for students.
3. For each absence, the school administrator will brief the lead teacher about current issues and potential situations which may arise during their absence, and may provide coverage for lead from the school budget in case they are in a classroom, as replacements for lead teachers are not normally covered.
4. In the event that both the principal and lead teacher are absent, another staff member should be identified as teacher in charge, and shall be released and paid according to article 12.13.01.
5. Board policy and administrative procedures must be followed.

DUTIES

1. To be in charge of the school in the absence of the school administrator.
2. To ensure the safety and well-being of students and staff in the absence of the school administrator.
3. To provide, in the absence of the school administrator, support as appropriate for classroom teachers in serious disciplinary matters that require immediate attention.
4. To be the emergency contact and follow the agreed upon emergency plan in the absence of the school administrator.
5. To keep a record of pertinent issues that need to be shared upon the return of the school administrator.

ADDITIONAL LEADERSHIP OPPORTUNITIES

If the school lead teacher wishes additional leadership opportunities, responsibilities may be shared with the school administrator. Shared duties may include, but not be limited to:

- a. time tabling
- b. community relations (e.g., school council, home and school, volunteers)
- c. curriculum implementation
- d. health and safety
- e. bussing
- f. school policy/program development
- g. school action plan
- h. code of conduct