



Procedure 430

Principal's Assignment

The Board of Trustees of Northland School Division No. 61 expect all administrators to have their schools ready for school opening.

In order to compensate administrators for arriving early at school, the Board proposes to allow each administrator to take days off, with pay, during the school year as follows:

1. Principals, in consultation with the Superintendent of Schools and Local School Board Committee, will establish the number of days needed each year for them to arrive early at their school prior to school opening. It is recommended that for schools with up to 72 students, that the principal receive a maximum of five days in lieu. Those principals with up to 150 students, a maximum of seven days be granted in lieu. Those principals with over 150 students, a maximum of ten days be granted in lieu.
2. The Superintendent of Schools, in consultation with the Principal and Local School Board Committee, shall agree to the number of school days off during the school year that will be allowed for each principal in his/her area, in lieu of the early start.
3. The number of days agreed upon in 1 and 2 above will be reported to the Superintendent of Schools in writing by June 15th of each school year. An agreement with newly appointed principals will be completed at the time of their appointment and reported to the Superintendent of Schools.
4. It is expected that administrators will access this leave at times when duties and responsibilities can be delegated to others with no interruption in the school program.
5. It is recommended that time taken in lieu of early start **NOT** be taken all at one time and preferably not more than two days at a time.

NOTE: In accordance with 2 and 3 of the administrative practice, kindly provide the Superintendent with a letter by June 15 of each school year specifying the number of in-lieu days that have been approved, as well as the Local School Board's motion number. This letter must be copied to the Chairperson of your Local School Board Committee.