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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 7500.2

## REGULATION: PLACEMENT AND TRANSFER OF PRINCIPALS AND VICE PRINCIPALS

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In determining placements and transfers, the district leadership team considers such factors as:

1. **School needs** - as identified in consultation with the area Assistant Superintendent
2. **District needs and the most effective allocation of available school leaders to meet those needs** – recognizing the increasing complexity of needs and the changing demographics of the leadership group
3. **Individual development and interest of the principal or vice principal** - as identified in discussion with the area Assistant Superintendent
4. **School team composition** - to form a principal/vice principal team with complementary qualities, styles, and areas of expertise
5. **Timing for both the individual and the district** - length of time in one assignment, recent administrative changes in a school, and the individual's future career plans may be factors

The Assistant Superintendents will ensure that appropriate and timely consultation takes place with principals and vice principals involved in the placement and transfer process.

The process for determining placements and transfers includes the following steps:

1. Known vacancies are determined by gathering information regarding administrative entitlements for schools, known retirements, resignations, and requests for leave.
2. Assistant Superintendents gather information from all current administrators regarding their interest in reassignment, as well as any other information relevant to decisions about their assignment for the following year.
3. New principals or vice principals are considered for initial assignments and current principals or vice principals are identified to consider for assignment changes - consistent with the factors listed above.
4. Prior to making a recommendation to the Board, the area Assistant Superintendent discusses, on a confidential basis, the intended assignment change with the principal or vice principal to ensure all information relevant to the planned placement or transfer has been considered.
5. Placements and transfers are brought to the Board for ratification. The principal/vice principal is contacted to confirm the placement prior to public release of the information.

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Revised: 2002-02-19  
Approved: 1988/01

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