

**Administrative Procedure 445**

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Revised: September 2016

**DESIGNATION OF AN ACTING PRINCIPAL****Background**

In the schools of the division, there are numerous occasions where the school administrator(s) are absent from the building for brief periods of time and for a wide variety of reasons. All stakeholders need to be assured that emergent issues that arise in the absence of the administrative team are efficiently and effectively addressed.

The division believes that it is essential to the efficient operation of the school that there be a clear indication of administrative authority to address emergent issues in the absence of the school administrator.

**Procedures**

1. In the absence of the principal from the school, the administrative authority automatically devolves to the associate principal.
2. In the absence of all administrators from the school, the following procedures will apply:
  - 2.1 Designate a teacher who will assume responsibility for the school.
  - 2.2 Inform the school staff who has been designated the acting principal.
  - 2.3 Provide emergency contact information for the division.
3. The designated teacher will be expected to deal primarily with emergent matters that cannot be deferred until the principal's return.
4. The principal will be responsible for familiarizing the designated teacher with the general administrative procedures of the school and the specific procedures to be followed during the principals' absence.