

Administrative Procedure 446

ADMINISTRATION TIME PROVIDED TO SCHOOL PRINCIPALS

Background

If the Principal is to exercise effective instructional leadership and overall supervisory control within the school, sufficient time free from scheduled classroom instruction must be provided.

Procedures

1. The amount of administration provided to the school Principal will be determined through consultation and agreement between the Principal and the Superintendent.
2. Factors to be considered in determining the amount of administration time will be:
 - 2.1 The size of the school plant.
 - 2.2 The number of staff employed at the school.
 - 2.3 The number of students.
 - 2.4 The programs offered.
 - 2.5 The administrative organization.
3. The Principal shall provide a copy of the teaching and administrative timetables to the Superintendent by September 30.
4. Administration time shall planned for such supervisory activities such as:
 - 4.1 Individual teacher conferences and discussions.
 - 4.2 Regular classroom visitations.
 - 4.3 Action research in the classrooms.
 - 4.4 Demonstration and substitute teaching on occasion.
 - 4.5 Participation in Principal's organizations and conferences.
 - 4.6 Playing an active role in division wide curriculum development.
 - 4.7 Planning and presenting in-service programs.