Administrative Procedure 402

Revised April 2025

ROTATION OF SCHOOL-BASED ADMINISTRATORS

Background

Board Policy 1: Board Mandate, Mission, Vision, Values, and Goals speaks to providing each student entrusted to our care with an education rooted in the Good News of Jesus Christ. The periodic rotation of school-based administrators contributes to their professional and personal growth, thereby, improving the quality of education throughout the division.

Procedures

- 1. The Superintendent will review annually all school administrative assignments.
- 2. The Superintendent will consult each spring with individual school-based administrators to assess their interest in a rotation to a different position.
- 3. Administrators would normally be expected to serve in schools for a period of at least two years and not more than eight years. However, in extenuating circumstances these guidelines may be waived.
- 4. Reasonable efforts will be made to minimize the immediate negative financial impact of a rotation.
- 5. Any change to school-based administrative assignments will be communicated prior to August 1 to the Board of Trustees and other administrative staff.

References Section 150, Education Act