

**POLICY #7500**  
**SELECTION, APPOINTMENT AND ASSIGNMENT OF**  
**PRINCIPALS AND VICE PRINCIPALS**

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The Surrey Board of Education and superintendent strive to recruit, appoint and retain the best qualified principals and vice principals, recognizing the key leadership role they play in the delivery of high quality educational services for the school district.

**1. Selection**

The board serves a governance role in the selection of principals and vice principals, and is responsible for setting policy and providing oversight to the process. The superintendent is responsible for developing specific recruitment and selection procedures and for recommending candidates to the board.

**2. Appointment**

Principals and vice principals are appointed to the school district by the board with subsequent assignment to a particular school or district position.

**3. Assignment**

The board recognizes that school improvement and district improvement are supported by placing school leaders in assignments where they can develop and succeed, and that schools are better equipped to build on their strengths and enhance student learning when principals and vice principals are assigned with consideration to school needs. The board believes that the periodic transfer of principals and vice principals can be of benefit to both the school district and the individuals concerned by providing new opportunities and challenges.

Appropriate consultation takes place during the placement and transfer process to ensure that consideration is given to both the individual's needs for professional growth and to the school district's needs for site-specific leadership.

The superintendent is responsible for developing procedures for the assignment of principals and vice principals. Placements and transfers will be brought to the board for ratification.

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**4. Temporary Appointment**

The superintendent is authorized to make temporary appointments to administrative positions when the need arises. Temporary appointments exceeding twenty days will be brought to the board for ratification at the next scheduled board meeting.

Principals and vice principals are authorized to designate a teacher to be in charge when they are absent from the school.

*Revised:* 2008-10-23

*Approved:* 1984-11-05