

REGULATION #7501.1

SCHOOL ADMINISTRATIVE ENTITLEMENT

School administrative entitlement will be provided in accordance with the following guidelines:

1. A principal will be assigned to each school.
2. Where a principal is assigned to two or more schools, a head teacher will be appointed in each satellite school, and a senior teacher will be appointed in the base school if there is no vice principal.
3. The minimum total amount of administrative time in the district is provided for in the Employment Plan for Principals and Vice Principals.
4. The base entitlement for principals and vice principals at each school or combination of schools is determined by the projected mid-year student headcount.
5. The enrolment formula alone may not appropriately reflect the administrative needs of a school. Many school communities have increasingly complex needs, and the range of needs can vary greatly between schools with the same enrolment. In addition, small shifts in enrolment can result in significant changes in administrative entitlement at a school when the shift crosses a threshold in the formula.
6. Within the parameters of the total administrative entitlement available, the district may increase or decrease the base entitlement for a school, based on the specific needs of the school community. In determining appropriate levels of administrative support to schools, the district will be guided by the following:
 - a) Schools with greater or more complex needs require more administrative time than the formula indicates.
 - b) Highly complex schools may require an additional administrator (eg. a vice principal at an elementary school that would not have one by formula, or a third vice principal at an inner city secondary school).
 - c) Consistent and predictable levels of administrative support are desirable for schools where enrolment fluctuates above and below the formula thresholds for administrative time.

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