



SCHOOL ADMINISTRATION - TIME ALLOCATIONS

The allocation of administration and teaching time for Principals and Vice-Principals, and Principal's Assistants shall be determined annually by the Superintendent prior to the beginning of the fall term.

Principal

All schools shall have a designated Principal. The appointment of a Principal shall be as provided for in Board policy. [M.R. 468/88 (27)]

Vice- Principal

Schools with enrollments and/or programs that require additional supervisory and administration time may have one or more designated Vice-Principal(s). The appointment of a Vice-Principal shall be provided for in Board policy.

Principal's Assistant

Schools without a designated Vice-Principal may be eligible to have a staff member designated as the Principal's Assistant. The appointment of a Principal's Assistant shall be the responsibility of the Superintendent in consultation with the Principal(s) concerned. Such appointment shall be made annually prior to the beginning of the fall term. The annual remuneration for a Principal's Assistant shall be as outlined in the Collective Agreement.

Weighted Enrollment Guideline for Administration Time

Weighted Enrollment	Admin. Time Principal	Admin. Time Vice-Principal	Admin. Time Principal Asst.
Up to 50	0%	n/a	n/a
51 to 100	10 - 25%	n/a	n/a
101 to 125	25 - 50%	n/a	n/a
126 to 150	50 - 75%	n/a	yes
151 to 300	100%	n/a	yes
301 to 400	100%	25 - 50%	n/a
401 to 500	100%	50 - 75%	n/a
501 to 600	100%	75 - 100%	n/a
601 to 800	100%	100%	Yes
801 +	100%	200%	n/a

Weighting Formula: (Based upon September 30 enrollment)

- K to Grade 6 ----- 1.00
- Grade 7 to 12 ----- 1.20
- Vocational ----- 1.35
- LAP/PEP ----- 1.50
- Low Inc. II ----- 3.00
- Life Skills ----- 3.00
- Low Inc. III ----- 5.00