



Administrative Procedure 5015

Assignment of Principals and Vice Principals

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

[Employment of Principals and Vice Principals](#)

[Evaluation of Principals and Vice Principals](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Provincial Teachers' Collective Agreement](#)

Date Adopted: May 2004

Amended: May 2022; November 2024

The Brandon School Division believes that it is beneficial for principals/vice principals to contribute their leadership knowledge, experiences and attributes to more than one school in the Division during their career. Such contribution facilitates the development of schools as they focus on the goals, strategic actions and outcomes that enhance the quality of the teaching and learning environment, and opportunities for each student's growth and achievement. Such contribution enhances the principal/vice principal's professional growth and development as an instructional leader of learning, visionary, school/community facilitator and steward of resources.

Reassignment of principals/vice principals shall take place every 5 to 7 years, earlier or later dependent upon circumstances, as follows:

1. At some point in the span of years 5 through 7 of the assignment, the Superintendent/CEO or designate will initiate discussion with the principal/vice principal regarding their career plans and subsequent interests regarding a new school leadership assignment. The Superintendent/CEO or designate will note the principal/vice-principal's choices regarding a new leadership assignment.
2. The Superintendent/CEO or designate will review the school leadership assignments in January of each year prior to individual discussions with principal/vice principal. In March of the same school year, the Superintendent/CEO or designate will advise the Board of Trustees of the discussions being held. In April of the same school year, the Superintendent/CEO or designate will prepare recommended reassignment(s) for the Board's information. Such recommendation(s) will take into consideration the choices of the principal/vice-principal involved.

3. Principals/Vice Principals who may be subject to reassignment will be consulted with respect to the recommendations of the Superintendent/CEO or designate prior to such being communicated to the Board of Trustees.
4. Where, at the initiative of the Superintendent/CEO or designate, a principal/vice principal is reassigned to another principal/vice principal position in a different school and where such assignment will result in a reduction of allowance:
 - a. If the Division transfers a principal to another school that has a lesser administrative allowance, and the reason for the transfer is not related to performance reasons, the allowance for the principal shall be red circled for up to two (2) years.
 - b. If the Division decides to discontinue the position of vice principal in a school for the following school year, the vice principal will have their allowance maintained for a period of one (1) year.
 - c. in the third and subsequent years, the principal shall be paid the allowance provided for in the Collective Agreement.

The salary adjustments in Section 4 of this Administrative Procedure are only applicable in the circumstance where the principal/vice principal is reassigned at the initiative of the Superintendent/CEO or designate.