



Administrative Procedure 5090

Head Teacher

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

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[Provincial Teachers' Collective Agreement](#)

Date Adopted: September 2006

Amended: December 2017; November 2024

The Brandon School Division provides for continuity of school operations in the absence of both the principal/vice principal by designating a head teacher. The head teacher assumes the responsibility for the operation of the school on a daily basis in the approved absence of both the principal/vice principal. The head teacher is responsible for:

- safety and security of the school;
- student conduct;
- emergency procedures; and
- communication.

The head teacher continues with their teaching duties when both the principal/vice principal are absent. In the event of circumstances requiring immediate attention, the head teacher is to cover for their class through internal school arrangements. If that is not possible, the head teacher is to request direction from the Assistant Superintendent.

- A head teacher shall be designated and appointed for each of the schools in the Division. The designation of head teacher shall be approved by the Division prior to June 30th of each year with the appointment becoming effective the first day of school in the fall term.
- Payment of head teacher allowances shall be made in accordance with the Collective Agreement.
- Principals/Vice Principals are required to obtain prior approval for their absence when it is anticipated and the said absence shall be greater than 90 minutes; and when the principal/vice principal is absent for a period greater than 90 minutes without prior approval, the principal/vice principal is required to provide an explanation in writing for the said absence to the Superintendent/CEO or designate.

- Principals/Vice Principals will meet prior to the school year with the head teacher to provide orientations on regulations and administrative procedures to facilitate the safe and efficient operation of the school.
- Where a school has both a principal and a vice principal, the school shall be eligible for a head teacher only in the event of the absence of both School Leaders.
- In the event both the principal and vice principal are away for the full day and the head teacher is a classroom teacher, a substitute classroom teacher will be provided for half a day.
- Head teacher must be available during the school lunch break.
- Head teacher must be able to administer medication in accordance with Collective Agreement, Article 5.03.