



PRSD provides continuity of school operations in the absence of the principal and/or the principal/vice principal team by designating an acting principal.

Acting principals will be paid an acting principal allowance as per Collective Agreement between PRSD and Prairie Rose Teachers' Society.

Selection Processes

- The principal will recommend two (2) acting principals to the Superintendent/CEO by August 31 of each school year.
- In making the recommendation, the principal shall consider the overall ability of the teacher to perform administrative duties for extended periods of time, the teacher's commitment to the school's and division's administrative priorities and philosophies, and the relationship the teacher has with staff, students, school community, and PRSD divisional staff.
- The Superintendent/CEO will provide a full listing of the approved acting principals to the Board of Trustees at the first regular meeting in September.

Acting Principal Responsibilities

During any short term absence, up to 5 days, of the principal and/or the principal/vice principal team, the acting principal:

- Assumes the overall responsibility for the school.
- Maintains an effective learning environment which is welcoming, inclusive, orderly, and respectful.
- Cares, instructs, and disciplines students as per PRSD Student Code of Conduct.
- Assists parents/guardians with inquiries and/or concerns.
- Remains in the school building until all transported students have left the school grounds.
- Ensures that all school based off-site curricular activities are properly supervised.
- Performs any specific tasks that may be assigned from time to time by the principal.

Principal Responsibilities

- Meet with the acting principal to provide orientation on policies and administrative procedures to facilitate a safe and efficient school operation.
- Review all school-based emergency response procedures in the event of an emergency prior to the commencement of their assignment.
- Provide the acting principal with phone contact information of where he/she can be reached on the day(s) of the assignment.
- Minimize, if pre-planning permits, additional duties expected of the acting principal beyond those understood to be emergent and necessary on the assigned day(s).



Extended Absences – 5 to 30 days

During a long term absence, greater than five (5) consecutive days, of the principal and/or the principal/vice principal team, the acting principal:

- Reports directly to the Superintendent/CEO
- Subject to modifications, as is reasonable under the circumstances and as approved by the Superintendent/CEO, carries out the duties as prescribed in the PRSD principal job description

Extended Absences – 30 plus days

Acting principal appointments beyond 30 consecutive days requires PRSD Board of Trustee consultation and approval.