



AP #335 – Transfer and Assignments; Principals and Vice Principals

Prairie Rose School Division

Developing lifelong learners for responsible global citizenship

Human Resources

Procedure Manual

Policy Ref: 1, 3, 11, 12, 13, 14, 19

PRSD believes that it is beneficial for school development and renewal, school leadership development, succession planning, and to build system capacity to address school leadership emergencies, that principals and vice principals contribute and expand their leadership knowledge, experiences, and attributes to more than one PRSD school.

Principal and vice principal transfers may take place any given year as per Article 19: Transfer, Collective Agreement between Prairie Rose School Division and Prairie Rose Teachers' Association of Manitoba Teachers' Society.

The process for school leadership transfers are as follows:

1. On an annual basis, in January/February, the Superintendent/CEO will have discussions with each principal and vice principal regarding his/her career plans and subsequent interests regarding a new school leadership assignment.
2. In March of each school year, the Superintendent/CEO, in consultation with the Assistant Superintendent and Director of Student Services, will review each school's school leadership assignments.
3. In April of each school year, as per PRSD Decision Making Matrix, the Superintendent/CEO will present recommended principal and vice principal assignments, including transfers, for the next school year to the Board of Trustees.
4. Principals and/or vice principals who are recommended for transfer will be apprised of the Superintendent/CEO's recommendation prior to such being communicated to the Board of Trustees.
5. Where, at the initiative of the Superintendent/CEO, and approval by the Board of Trustees, a principal and/or vice principal who is transferred to another position, shall be paid the allowance provided for in the PRTA Collective Agreement.
6. By May 31 of each school year, the Superintendent/CEO will send to each principal and vice principal a letter confirming the next year's administrative appointment as approved by the Board of Trustees.