



SECTION:	Human Resources General	APPROVAL DATE:
SUBSECTION:	Assignments and Transfers	June 29, 1993
POLICY NAME:	Transfers of Principals and Vice Principals	LAST REVISED:
POLICY NUMBER:	R.HRG.O.1	June 7, 1999

1. Under typical circumstances:
 - 1.1 a principal/vice-principal shall be a candidate for a transfer to another assignment after the completion of five (5) years in a given school.
 - 1.2 a principal/vice-principal may be a candidate for a transfer to another assignment after the completion of three (3) years in a given school.
2. Notwithstanding the above, the Board reserves the right to transfer a principal/vice-principal at any time.
3. It is understood that a principal/vice-principal transfer may occur from:
 - 3.1 an elementary school to a secondary school
 - 3.2 a secondary school to an elementary school
 - 3.3 the elementary/secondary panel to the School of Continuing Education
 - 3.4 the elementary/secondary panel to a position of system principal
 - 3.5 from a system principalship or the School of Continuing Education to the elementary/secondary panel.
4. Discussions regarding principal/vice-principal transfers will begin in January of a given year to be effective in September of the same year. The form entitled "Discussion of Principal/Vice-Principal Transfers" will facilitate the process in the early stages. (Appendix A)
5. When decisions regarding transfers are made the qualifications and seniority of the individuals, as well as the specific requests of the administrators involved will be given serious consideration. The Board will also give serious consideration to the needs of the school as specified in the school profile submitted by the Catholic School Council.
6. Any principal or vice-principal may be transferred to a term appointment at any time. Upon completion of the term position the principal/vice-principal will return to a position comparable to the position vacated at the time of appointment.
7. Performance appraisals will also be a factor in the determination of transfers.