



DISTRICT PRACTICE 2010
SCHOOL ADMINISTRATIVE
ENTITLEMENT

DISTRICT PRACTICE:

School administrative entitlement will be provided in accordance with the following guidelines:

1. A principal will be assigned to each school.
2. Where a principal is assigned to two or more schools, a vice-principal will be appointed in each satellite school, and a senior teacher will be appointed in the base school if there is no vice-principal.
3. The minimum amount of administrative time in a school is based on the following formulas.
 - Principal 1.0FTE if greater than 90 students
 - Vice-principal .25 FTE if:
 - 4-7 and greater than 200 students and less than 400 students .25 FTE
 - 4-7 and greater than 400 students .5 FTE
 - 8-12 greater than 400 students 1.0FTE
 - 8-12 less than 400 students and greater than 250 students .6 FTE
4. The base entitlement for principals and vice-principals at each school or combination of schools is determined by the projected mid-year student headcount.
5. The enrolment formula may not appropriately reflect the administrative needs of a school. Many school communities have increasingly complex needs, and the range of needs can vary between schools with the same enrolment. Small shifts in enrolment may result in significant changes in administrative entitlement at a school when the shift crosses a threshold in the formula.
6. Within the parameters of the total administrative entitlement available, the District may increase or decrease the base entitlement for a school, based on the specific needs of the school community. In determining appropriate levels of administrative support to schools, the District will be guided by the following:
 - Schools with greater or more complex needs require more administrative time than the formula indicates.
 - Highly complex schools may require an additional administrator (eg. a vice principal at an elementary school that would not have one.)
 - Consistent and predictable levels of administrative support are desirable for schools where enrolment fluctuates above and below the formula thresholds for administrative time.