



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

ADMINISTRATION

ROLE OF THE VICE PRINCIPAL AND EVALUATION – 305

Rationale

Schools may require a vice-principal depending on the size, grade level, and composition of a school.

Policy

The Vice-Principal is considered a member of the school administration team whose primary function is to assist the school Principal.

Procedure

1. The Superintendent of Schools in consultation with the school principal will determine the need for a Vice-Principal based on size, grade level and composition of the school. When deemed necessary the Superintendent will inform the Board of Directors with his/her recommendation.
2. The specific role of the Vice-Principal will vary from school to school depending on:
 - a. the size and specific needs of the school.
 - b. the skills, experience and/or preferences of the school administrators.
3. As a member of the administration team of the school, the Vice-Principal will assume those specific duties determined in consultation with the Principal which may include, but not be limited to, the following:
 - a. assume the role of the Principal in his/her absence
 - b. assist in the development of the school's curriculum
 - c. assist the Principal in the supervision of instruction of teachers and support staff
 - d. supervise and co-ordinate the activities of the extra-curricular activities
 - e. assist in the development of program evaluation
 - f. co-ordinate and organize the testing and reporting periods
 - g. assist in the organization of the student awards program
 - h. co-ordinate the inventories of supplies and textbooks within the school
 - i. assist the Principal with the ordering of textbooks and general supplies, as needed
 - j. assume the responsibility for overseeing the scheduling the playground supervision of students
 - k. assist with the day-to-day behavior management of students
 - l. assist in the organization of staff and professional development activities
 - m. assist in the scheduling involved with teachers' timetables
 - n. perform other duties as assigned by the Principal
4. The principal will annually review the role and duties assigned to the Vice-principal.



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

ADMINISTRATION ROLE OF THE VICE PRINCIPAL AND EVALUATION – 305

5. Vice-Principals will be evaluated by the Principal with input and oversight from the Superintendent.
6. Evaluations will be conducted on a regular basis (once every four years). The evaluation tool will be shared with the Vice-principal prior to their evaluation.

Reference

Policy 301 - Role of the Superintendent

Policy 303 – Role of the Principal

Date Approved: December 1989

Date(s) Revised: October 1991, November 2003, June 2023, February 2024
--