

## ADMINISTRATIVE PROCEDURE NO. 407

**ADMINISTRATIVE TIME GRANTED THE PRINCIPAL****Background**

It is recognized that the principal requires time away from actual classroom instruction in order to exercise effective instructional leadership and overall supervisory control within the school.

**Procedures**

1. The principal, in consultation with the Superintendent, shall determine the amount of administrative time by taking into consideration the size of the school plant, the number of staff and students, the instructional program and the administrative organization of the school.
2. Normally, five to six minutes per week of administrative time should be allotted for each enrolled student in the school, including kindergarten children with a minimum of .75 FTE for principals in small schools.
3. The Superintendent will utilize the following guide in determining the total administrative personnel for each school:
  - a. Where an assistant principal is appointed they will receive .25 admin time;
  - b. Where a vice-principal is appointed, they will receive a minimum of .50 admin time.
4. The Superintendent may vary the administrative time available to the principal in special circumstances.