

## **Administrative Procedure 431**

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### **ADMINISTRATIVE CONTRACTS**

#### **Background**

The Division deems it desirable that administrators be hired on term contracts.

#### **Procedures**

1. Employees in the following administrative positions shall be employed through written contracts for a term up to a maximum of three years (except for administrators that are on a continuing contract).
  - ◆ Associate Principal
  - ◆ Principal
  - ◆ Transportation Supervisor
  - ◆ Director of Facilities
  - ◆ Direction of International Student Services
  - ◆ Assistant Director of Facilities
  - ◆ Assistant Secretary-Treasurer/Office Manager
2. A school based appointment shall be made to the Division with initial designation to a specific school.
3. For contract purposes an administrator shall be evaluated through a procedure that clearly meets all the indicators of natural justice.
4. A term contract will be renewed at the discretion of the Superintendent who will inform the Board.

Reference: Section 60, 61, School Act