



Leadership Development Program Administrative Procedure 2.A.30

2.0 Human Resources
2.A. Foundations

Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16

Legal Reference:

Date Adopted:

Date Amended: April 2013, November 2024

Introduction

The purpose of Leadership Development sessions is to support the development of potential school leaders through familiarizing participants with school leadership frameworks (from Manitoba and other jurisdictions), evidence-based instructional practices, supervision & evaluation, and building a common language among future leaders of Evergreen.

Expectations for Participants:

- Attend six (approx.) evening sessions facilitated by the superintendent with support from school administrators / division staff (dates TBD).
- Support the professional learning of colleagues by offering opportunities for discussing evidence-based instructional practices at the school and offering professional development sessions (e.g., summer institute, division PD days, staff meetings, school-based PD).
- Submit a year-end report (less than one page) summarizing key learning and contributions to leadership in Evergreen School Division.

Candidates considered must meet the following criteria:

- Support for the 2023-2028 education plan and priorities.
- Agreement to the expectations above.
- Recommendation of the school principal.
- Evidence of leadership in the school or division.
- Excellent communication and interpersonal skills.
- Desired Characteristics: Humility, Curiosity, Trustworthiness, Integrity

Application and Selection Procedures:

1. During the application period, individuals are asked to submit a letter to the superintendent indicating interest/commitment to the leadership development program. Principal endorsement of the application is also required. Applicants do not need to apply for assistant principal positions to participate in the leadership development program.
2. Candidates will be selected based on successful teaching experience, commitment to

education plan priorities and evidence-based instructional practices, professional involvement, personal characteristics and abilities, and initiatives in professional growth.

3. Candidates must reapply annually.

Assistant Principals

Assistant Principals will participate in the leadership development program as well as accept responsibility for additional tasks assigned by the school principal. Assistant Principals are acting principals when the principal is absent from the school.

Expectations of Assistant Principals:

Assistant principals assume administrative responsibilities at the school in consultation with the principal. These responsibilities may include:

- School planning including student achievement and data tracking and analysis.
- Instructional leadership including staff professional development.
- Help with student behaviour / discipline.
- Other administrative duties assigned by the principal.

Candidates considered must meet the following criteria:

- Support for the 2023-2028 education plan and priorities.
- Agreement to the expectations above.
- Evidence of leadership in the school or division.
- Excellent communication and interpersonal skills.

Application and selection procedures:

1. Assistant principal positions will be available at each school in the division and will be advertised and filled on an annual basis. Interested candidates must apply by letter to the superintendent during the designated application period.
2. Consideration will be given to changing the position annually or bi-annually to provide other staff the opportunity to participate.
3. Assistant principals act as principal designate(s) in the absence of the principal and/or vice-principal. An assistant principal shall receive an allowance of one-quarter (1/4) of the principal's allowance in their school (see ETA collective agreement).
4. Assistant principals may be expected to fill other administrative positions where the need arises in the division and qualifications are appropriate.

Assistant principals are not guaranteed a position as school principal.