

Administrative Officer Contracts

The Board of Education will establish a process for the renewal of administrative officer contracts that may be amended from time to time.

Contracts will be renewed in May of the year in which they are due to expire.

Contracts will typically be issued as follows:

- District Principal and Director of Instruction - First contract will be for a maximum term of 3 years and will be renewed on completion of a successful evaluation. Subsequent contracts will be for 5 years.
- Principal – First contract will be for a maximum term of 3 years and will be renewed on completion of a successful evaluation. Subsequent contracts will be for 5 years.
- Vice-Principal – For a maximum term of 3 years and renewed on completion of a successful evaluation. Subsequent contracts will be for 3 years.

Performance evaluations will be completed in the spring of the year in which the contract is due to expire. In the event that an evaluation is not carried out, the contract may be extended at the discretion of the superintendent.

Contracts appoint a person to be an Administrative Officer. The assignment is stated in the contract. Changes in assignment are communicated by letter.

Nothing in this procedure limits the district's right to appoint administrative officers on a temporary basis or in temporary 1 year contracts based on the needs of the district.

Date Adopted: September 2011

Cross Reference: [Performance Management Programs Administrative Procedure #404](#)