

Administrative Procedure 432

ELIGIBILITY REQUIREMENTS FOR SCHOOL ADMINISTRATORS

Background

Administrators best qualified to enhance the Division's high standards shall be selected in a fair and equitable manner.

Procedures

1. To be eligible for designation as a Principal, a teacher must meet the following criteria:
 - 1.1 Internal Applicants
 - 1.1.1 Must have a continuous designation as an Assistant Principal;
 - 1.1.2 Must have completed a minimum of four years of experience as an Assistant Principal with the Division;
 - 1.1.3 Must have successfully completed Edmonton Catholic Schools' Principal Training Program;
 - 1.1.4 Must have successfully attained Alberta Education's Leadership Certification prior to the end of the second year of the principal assignment; and
 - 1.1.5 Must have successfully completed, or be in the process of completing, one year of graduate studies. Continuous designation will only be awarded upon successful completion of studies.
 - 1.2 External Applicants
 - 1.2.1 Must have a continuous designation as a Principal;
 - 1.2.2 Must have successfully attained Alberta Education's Leadership Certification prior to the end of the second year of the principal assignment; and
 - 1.2.3 Must have successfully completed, or be in the process of completing, one year of graduate studies. Continuous designation will only be awarded upon successful completion of studies.
2. To be eligible for designation as an Assistant Principal, a teacher must meet the following criteria:
 - 2.1 Internal Applicants
 - 2.1.1 Must have a continuous contract with the Division;
 - 2.1.2 Preference will be given to applicants who, by the end of the current school year, have successfully completed a minimum of five years teaching, two of those being with the Division;
 - 2.1.3 Must have successfully completed Edmonton Catholic Schools' Leadership Training Program; and



- 2.1.4 Must have successfully completed, or be in the process of completing, two or more graduate level courses. Continuous designation will only be awarded upon successful completion of studies.
- 2.2 External Applicants
 - 2.2.1 Must have a continuous designation as an Assistant Principal in their employing Division;
 - 2.2.2 Preference will be given to applicants who, by the end of the current school year, have successfully completed a minimum of five years of teaching and two years as Assistant Principal;
 - 2.2.3 Must have successfully completed, or be in the process of completing, two or more graduate level courses. Continuous designation will only be awarded upon successful completion of studies.
- 3. Non-Catholic teachers who possess a continuous contract are ineligible for school administration.

Adopted: April 3, 2000

Reviewed/Revised: December 4, 2000, June 12, 2002, November 15, 2002, June 28, 2013, June 30, 2017, June 25, 2019, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 197, 198, 199, 202, 203, 205, 222
Alberta Human Rights Act
Employment Standards Code
Labour Relations Code