

## **ROLE OF THE ASSISTANT PRINCIPAL**

### **Background:**

The assistant principal is an educational leader in the school and is directly accountable to the principal.

### **Procedures:**

1. The assistant principal(s) shall carry out the duties delegated by the principal.
2. In the event the principal is unavailable to carry out the responsibilities outlined in [Administrative Procedure 430: Role of the Principal](#), the assistant principal shall fulfil the role.
3. In schools where there is more than one assistant principal, the principal shall identify the order in which responsibility will be assigned in their absence.
4. In schools without a designated assistant principal or when all administrators are absent from the school, the principal shall identify the teacher who is authorized to act in their absence.

### **Reference:**

Section 52, 53, 197, 202, 203, 204, 222 *Education Act*  
Leadership Quality Standard (LQS)  
School Leadership Framework  
Collective Agreement