

Purpose/Background

Rocky View Schools believes when school-based administrators change schools, it is the responsibility of the incumbent Principal to provide support for a successful transition. The incumbent principal is responsible for all duties and responsibilities until the contractual turnover occurs. This procedure has been developed to be used as a starting point for quality discussion with respect to the transition.

Procedures

1. Once the new Principal has been appointed, a transition meeting will occur between the incumbent and the incoming Principal. The exiting Principal will ensure that the incoming Principal is informed of organizational items and school information related to all aspects of the school Possible topics for discussion:
 - 1.1 School Programs
 - 1.2 French Immersion, Faith-based programming, Pre-school Intervention Program, if applicable
 - 1.3 School Playbook
 - 1.4 School Finances
 - 1.5 School Council
 - 1.6 School Society, if applicable
 - 1.7 Hour Zero
 - 1.8 Occupational Health and Safety
 - 1.9 School Calendar
 - 1.10 School Handbooks
 - 1.11 Learning Supports – School Diversity Profiles
 - 1.12 School Assignable Time
 - 1.13 Instructional Time and scheduling
 - 1.14 Extra-curricular programming, such as, athletics, Fine Arts, and student clubs
 - 1.15 MyBudgetFile, school generated funds
 - 1.16 School Documents
 - 1.17 Other relevant matters
2. It is recommended that all incoming and new principals hold one on one conversations with staff.
3. It is recommended, when possible, that incoming principals be invited to attend year-end events such as graduation, farewell, staff meetings, awards, or school council meetings.

Reference:

- Education Act 202, 197, 203, 204 Leadership Quality Standard
- Collective Agreement