

Purpose/Background

The Division believes it is important to appoint principals to new schools in sufficient time to facilitate an effective opening.

Procedures

1. A newly-constructed school will have a Principal appointed by March 15 of the year the school is to be opened.
2. A new high school will be treated as an exception, due to complexity, and will have a new Principal announced before Christmas of the school year prior to opening, with a projected re-assignment to the Education Centre of February 1.
3. Factors that influence the start date include grade configuration, program complexity, and projected student population at opening.
4. The new Principal will be re-assigned to the Education Centre to commence planning for the new school opening.
5. The Principal will interview/hire the lead secretarial position by the end of May.
6. Considerations of the new Principal in planning a school opening include:
 - 6.1 Create entry plan including timelines
 - 6.2 Purchase of all learning resources
 - 6.3 Selection and requisition of all furniture
 - 6.4 Strategic analysis of opening day use of space
 - 6.5 Requisition of technological equipment
 - 6.6 Planning of start-up logistics, including projected class configurations, school programs, and staffing in conjunction with human resources
 - 6.7 Dialogue with the community (or understanding the community culture)
 - 6.8 Planning for School Council establishment meeting
 - 6.9 Dialogue with students transitioning to the new school (know who the clientele will be)
 - 6.10 Develop communications plan for bringing the new school on-board
 - 6.11 If applicable, meet with neighbouring community organizations such as community centres
 - 6.12 Once staff is selected, organize a tour of the new facility and commence with operational and instructional planning sessions
 - 6.13 Compose introduction and welcome letter to students/parents/families

Reference:

- School Act Sections 19, 20, 60, 61, 95, 96, and 113
- Principal Quality Practice Guideline
- School Leadership Framework
- Collective Agreement