

304 Personnel & Employee Relations AP – Vice Principal Development Plan

One of the leadership aims within the Prairie Rose School Division is to develop leaders within the district. A method of achieving this aim is through the avenue of the vice principalship. It is important that vice principals be prepared to step into the role of principal. As a result, there is a need for vice principals to be exposed to as many facets of leadership as possible. Principals play a pivotal role in facilitating the development of vice principals.

By the end of September of each school year principals are required to:

- i. Meet with the vice principal(s) to create (or revise where necessary) a Vice Principal Development Plan.
 - o For schools where the principal and vice principal teams have been established for more than two years, this plan would be a clarification of roles and a discussion of the vice principal(s) professional growth plan, including areas for further development as necessary from years 1 and 2.
 - Specific areas for further growth/exposure, past the initial two-year outline, will be documented annually, within the template attached (see Years 3+), to allow for leadership capacity to remain an on-going focus and process.
- ii. The plan will be submitted to the Deputy Superintendent of Operations by October 30th of each school year.
- iii. The principal will meet with the vice principal mid-year (no later than January 30th) to review the vice principal's progress with the plan. Any modifications or suggestions for improvement will be documented on the plan.
- iv. A summative report of the plan will be completed by the principal by May 1st.
- v. The Deputy Superintendent of Operations may meet with the Vice Principal and their supervising Principal prior to June 1st to review the summative report of the plan.
- vi. The Leadership Quality Standard may be referenced when developing the Vice Principal Development Plan
- vii. The Vice Principal Development Plan may be referenced in the Leadership Growth Model Rubric for vice principals.

The Vice Principal Development Plan should be a living document, in that it can be modified as the year unfolds to fit the needs and capabilities of the vice principal. There is a need for the principal and vice principal(s) to spend time developing: a mutual understanding of how each other operates, trust, vision, sense of team, support structures and in planning how the school will operate. By entering discussions of this nature, the natural progression would be to evaluate how a vice principal fits within a particular school environment. Each plan is school specific and person specific.

The following provides a **SAMPLE only** of areas to consider for a two-year Vice Principal Development Plan:

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A. Year One

1. Student Discipline
2. Staff In-service
3. Staff Supervision: Evaluation of Support Staff and Teachers for certification purposes, Professional Growth Plans
4. Conducting Meetings: Staff, School Council, Committee
5. Inclusive Education
6. Scheduling: Exams, Supervision, Rooms, Equipment
7. Data Analysis: PAT, Diplomas, Accountability Pillar reports
8. Communications: Attending meetings/events and getting to know the community and staff.

B. Year Two

1. Staffing and Resourcing
2. Scheduling: Student Timetabling
3. Budgeting and Tracking
4. Operation and Maintenance
5. School Three Year Education Plan
6. Communications: Formal
7. Curriculum Initiative
8. Teacher Evaluation for contract status

The Professional Growth Plan may reflect the intent of this plan.

DETAILED EXPECTATIONS**A. Year One**

1. Student Discipline - Although a shared responsibility, there will be intensive exposure to this area. Responsibility will also include a personal assessment of the effectiveness of the school's discipline policy with consensus recommendations for consideration and implementation.
2. Staff In-service - Plan, implement, and conduct an in-service for staff whether professional or support. This can be done at the school or Division level. Depending on the individual the vice principal could be part of a committee which plans and implements an in-service.

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3. Staff Supervision: Evaluation, Professional Growth Plans - The vice principal will have prime responsibility for the supervision and evaluation of professional staff members under an interim certificate. To facilitate growth in this area the vice principal could be asked to evaluate a staff member who is known to be capable and willing to assist the vice principal in developing skills with respect to evaluating. A suggestion would be for principals to be part of the post conference discussions for a vice principal's first evaluation cycle.

The vice principal should also participate in the Professional Growth Plan meetings the principal has with each teacher. A suggestion would be for the vice principal to observe a number of discussions and then facilitate the process without the principal.

With respect to formal evaluations and PGP discussions a suggestion would be to not give the vice principal more than two teacher evaluations to complete in their first year and no more than two support staff evaluations to complete in their first year.

4. Conducting Meetings: Staff, School Council, Committee - It is expected that the vice principal will be in attendance at all staff and School Council meetings. He will also prepare agendas and conduct at least 3 monthly staff meetings and 2 School Council meetings.
5. Inclusive Education - In the first year involve the vice principal in most aspects of the program primarily in an observational role. During the second year the principal's role will diminish to a more supervisory function.
6. Scheduling: Exams, Supervision, Rooms, Equipment - Create schedules related to events and materials.
7. Data Analysis: CAT4, PAT, Diplomas, Accountability Pillar Reports - Evaluate data pertinent to the school so as to identify impact in planning with respect to programming and budgeting.
8. Communications: The function of the vice principal's first year is to learn about the school community so as to grasp how it operates.

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Exposure to the year-two expectations in year one will benefit the vice principal when preparing for the more intense responsibilities in this second year.

B. Year Two

1. Staffing and Resourcing - The vice principal will be involved in all staffing concerns including recruitment, selection and orientation. Although applicable throughout the year as the need arises, it will be more intensive in June as staffing preparations are made for the upcoming school year.
2. Scheduling: Student Timetabling - The vice principal will be given substantial responsibility in the preparation of teacher timetables for the coming school year.
3. Budgeting and Tracking - Preparations of the school budget and the tracking of expenditures will be the focus. The intent is gaining a grasp of budget accountability and assess methods of budgeting to bring about improved student achievement.
4. Operation and Maintenance - Substantial responsibility will be assigned to the vice principal in the overseeing of all aspects of this area including maintenance requests, ordering, preparing related budget proposals and inventory.
5. School Three Year Education Plan - The vice principal should play an integral role in the creation and monitoring of the school's education plan. Efforts should be focused on data collection/analysis, facilitating staff involvement, and monitoring implementation of the plan.
6. Communications: Formal - The role of communication can be expanded to creation of newsletter for parents, staff documentation and assessing all modalities of communication issued from the school. A focus should also be given to mechanisms the school employs to receive communication from stakeholders and how that communication is used to improve the educational environment.
7. Curriculum Initiative - The vice principal will monitor / implement / assess the effectiveness of a curriculum area within the school. This process will expand the vice principal's awareness of curriculum outcomes, assessment

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practices, delivery of instruction, teacher planning processes, and curriculum related materials.

8. Teacher Evaluation - the vice principal will have primary responsibility for the evaluation of professional staff members under a probationary contract.

Revised: December 2025

Vice Principal Develop Plan Template:

Vice Principal Name: _____

School: _____ School year: _____

YEAR ONE:

Detailed Description of Assigned Duty: *Please check box if assigned duty is a shared responsibility*

1.

Details	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•

Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Detailed Description of Assigned Duty: *Please check box if assigned duty is a shared responsibility*		
2.		
Details	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•

Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Detailed Description of Assigned Duty: *Please check box if assigned duty is a shared responsibility*

3.		
Details	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•

Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Detailed Description of Assigned Duty: *Please check box if assigned duty is a shared responsibility*		
4.		
Details	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•

Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Detailed Description of Assigned Duty: *Please check box if assigned duty is a shared responsibility*

5.

Details		•
		•
		•
		•
		•

Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Detailed Description of Assigned Duty: *Please check box if assigned duty is a shared responsibility*

6.		
Details	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•

Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Principal's Summary Statement:

Principal Signature: _____ Date: _____

Vice Principals Comments:

Vice Principal Signature: _____ Date: _____

Vice Principal Develop Plan Template:

YEAR TWO:

Detailed Description of Assigned Duty: *Please check box if assigned duty is a shared responsibility*

1.

Details		•
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Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Detailed Description of Assigned Duty: *Please check box if assigned duty is a shared responsibility*

2.		
Details	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•

Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Detailed Description of Assigned Duty: *Please check box if assigned duty is a shared responsibility*

3.		
Details	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•

Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Detailed Description of Assigned Duty: *Please check box if assigned duty is a shared responsibility*		
4.		
Details	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•

Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Detailed Description of Assigned Duty: *Please check box if assigned duty is a shared responsibility*

5.		
Details	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•

Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Detailed Description of Assigned Duty: *Please check box if assigned duty is a shared responsibility*

6.		
Details	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•
	<input type="checkbox"/>	•

Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Principal's Summary Statement:

Principal Signature: _____ Date: _____

Vice Principals Comments:

Vice Principal Signature: _____ Date: _____

Vice Principal Develop Plan Template:

YEAR THREE +:		
Specific role and/or Area of growth -- as assigned to the Vice Principal: <small>*Please check box if assigned duty is a shared responsibility*</small>		
1.		
Details		•
		•
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Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Specific role and/or Area of growth -- as assigned to the Vice Principal:

Please check box if assigned duty is a shared responsibility

2.

Details		•
		•
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Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Specific role and/or Area of growth -- as assigned to the Vice Principal:

Please check box if assigned duty is a shared responsibility

3.

Details

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Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Specific role and/or Area of growth -- as assigned to the Vice Principal:

Please check box if assigned duty is a shared responsibility

4.

Details		•
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Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Specific role and/or Area of growth -- as assigned to the Vice Principal:

Please check box if assigned duty is a shared responsibility

5.

Details		•
		•
		•
		•
		•

Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Specific role and/or Area of growth -- as assigned to the Vice Principal:

Please check box if assigned duty is a shared responsibility

6.

Details		•
		•
		•
		•
		•

Mid-Year Formative Report:

Year-End Summative Report of the Plan:

Vice Principal Develop Plan Template:

Principal's Summary Statement:

Principal Signature: _____ Date: _____

Vice Principals Comments:

Vice Principal Signature: _____ Date: _____