



# Hastings and Prince Edward District School Board

*A Great Place to Learn and A Great Place to Work!*

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

## SYSTEM MEMO

**2008/09: #42**

**DATE:** November 6, 2008

**TO:** Elementary and Secondary Principals and Vice-principals

**FROM:** Rob McGall, Superintendent of Education, Human Resources Support Services  
Sue Taylor, Human Resources Officer - Teaching

**RE:** **Administrator Current/Future Assignment Input Form**

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### Background

Each year school administrators are asked to complete and submit the "Administrator Current/Future Assignment Input Form" to their school group superintendent.

### Current situation

In HPEDSB some elementary schools have acting vice-principals. These individuals have not been through the formal interview process, but have been selected based on their leadership skills and aspirations. Individuals in acting roles are placed on "Temporary Letters of Approval" as approved by the Ontario College of Teachers. This approval is granted for one school year only. For this school year candidates wishing to continue as an administrator beyond one school year must complete Part 1 and 2 of the Principals Qualifications Course by September 1, 2009.

### Action required

Principals and vice-principals are requested to complete the Administrator Current/Future Assignment Input Form (sample attached as page 2) and forward to their school group superintendent no later than **Friday, November 28, 2008.** A copy of the Future Assignment Input Form will be e-mailed to Principals and Vic-principals to be completed electronically.

### Contact

- **Rob McGall**, Superintendent of Human Resources, 613-966-1170, extension 2203, [rmcgall@hpedsb.on.ca](mailto:rmcgall@hpedsb.on.ca)
- **Sue Taylor**, Human Resources Officer – Teaching, 613-966-1170, extension 2238, [staylor@hpedsb.on.ca](mailto:staylor@hpedsb.on.ca)





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Other Pertinent Data:
The personal information contained on this form has been collected under the authority of the Education Act, R.S.O. 1980, c. 129

**Form to be completed electronically, the boxes will expand as you type. Please send to your School Group Superintendent no later than **Friday, November 28, 2008****

**We are sensitive to each of your preferences and thank you for your submission.**

C:\Local Data\System Memos\2008 Nov - Admin. Assign. Input Form.wpd