



## KENORA CATHOLIC DISTRICT SCHOOL BOARD

### 400 Personnel and Staff Relations Procedures

#### AP 415: Teacher in Charge

---

This procedure is developed by the Director of Education to provide direction and support to the staff and students in regard to the situation of the absence of the principal.

1. In the absence of the principal for short periods of time, a teacher will be given the responsibility of maintaining the normal daily operation of the school. The teacher is not necessarily a principal in training.
2. The teacher will be appointed on the recommendation of the principal subject to the approval of the Director of Education.
3. The appointments will be reviewed bi-annually and an allowance will be paid according to the current contract.

#### Legal Reference:

Education Act S. 283(2) Chief Executive Officer to maintain an effective organization

Effective Date: December 14, 1993  
Latest Review Date: March, 2010  
Latest Revision Date: January 26, 2012