



Administrative Procedure 5015

Assignment of School Leaders

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

[Employment of School Leaders](#)

[Evaluation of School Leaders](#)

Form Cross Reference:

Legal/Regulatory Reference:

[BTA Collective Agreement](#)

Date Adopted: May 2004

Amended: May 2022

The Brandon School Division believes that it is beneficial for School Leaders to contribute their leadership knowledge, experiences and attributes to more than one school in the Division during their career. Such contribution facilitates the development of schools as they focus on the goals, strategic actions and outcomes that enhance the quality of the teaching and learning environment, and opportunities for each student's growth and achievement. Such contribution enhances the School Leader's professional growth and development as an instructional leader of learning, visionary, school/community facilitator and steward of resources.

Reassignment of School Leaders shall take place every 5 to 7 years, earlier or later dependent upon circumstances, as follows:

1. At some point in the span of years 5 through 7 of the assignment, the Superintendent/CEO or designate will initiate discussion with the School Leader regarding their career plans and subsequent interests regarding a new school leadership assignment. The Superintendent/CEO or designate will note the School Leader's choices regarding a new leadership assignment.
2. The Superintendent/CEO or designate will review the school leadership assignments in January of each year prior to individual discussions with School Leaders. In March of the same school year, the Superintendent/CEO or designate will advise the Board of Trustees of the discussions being held. In April of the same school year, the Superintendent/CEO or designate will prepare recommended reassignment(s) for the Board's information. Such recommendation(s) will take into consideration the choices of the School Leaders involved.

3. School Leaders who may be subject to reassignment will be consulted with respect to the recommendations of the Superintendent/CEO or designate prior to such being communicated to the Board of Trustees.
4. Where, at the initiative of the Superintendent/CEO or designate, a School Leader is reassigned to another School Leader position in a different school and where such assignment will result in a reduction of allowance:
 - a. in the first year of reassignment, the School Leader's allowance shall remain unchanged for a period of 1 school year.
 - b. in the second year of reassignment, the School Leader shall receive an allowance which will be reduced by 50% of the difference of the allowance being received and the allowance provided for that position in the [BTA Collective Agreement](#).
 - c. in the third and subsequent years, the School Leader shall be paid the allowance provided for in the [BTA Collective Agreement](#).

The salary adjustments in section 4 of this Administrative Procedure are only applicable in the circumstance where the School Leader is reassigned at the initiative of the Superintendent/CEO or designate.