MEMORANDUM TO: Directors of Education
Supervisory Officers and Secretary-Treasurers of School Authorities
Director of the Provincial Schools Branch
Education Partners (see attached)

FROM: Marg Connor
Director (A)
Leadership Development Branch

DATE: April 21, 2009

SUBJECT: Effective Practices Guide for Principal/Vice-Principal Terms and Conditions of Employment

As part of the Ontario Leadership Strategy (OLS) the ministry committed to developing an effective practices guide on principal/vice-principal terms and conditions of employment in 2008-09. Terms and conditions which reflect the effective practices outlined in the guide are essential to support the goal of the OLS to attract and retain the right people to the role.

As you may recall, the mini-discussion paper of December 2005, Leading Education: New Supports for Principals and Vice- Principals in Ontario’s Publicly Funded Schools aimed to “improve respect and security for the roles of principals and vice-principals” and proposed that the ministry set standards for personal-service contracts.

Over the past several months we have been working with the Principal/Vice-Principal Performance Appraisal and Terms and Conditions Work Group comprised of representatives from principal, supervisory officer and director associations (see attached list of representatives). It was this work group who developed the Principal/Vice-Principal Performance Appraisal (PPA) guideline which was sent out to you in January 2009. The group then began discussing effective practices for terms and conditions of employment for principals and vice-principals. I am pleased to say that the work group has developed an Effective Practices Guide for Principal/Vice-Principal Terms and Conditions of Employment (attached).

The purpose of the guide is to propose effective practices. In addition, since this is a guide only, it does not interfere in any way with existing employer and employee relationships.

The work group knows that many boards have productive and mutually beneficial processes in place for determining terms and conditions of employment for their principals and vice-principals and that the Effective Practices Guide reflects these practices. The work group hopes that the guide may be helpful in strengthening positive relations between boards and school leaders.

There may also be some boards who will find the guide helpful in modifying their current documents and processes to bring these more in line with common practice across most other boards.
I would like to thank you for your support in implementing effective employment practices at your board. If you have any questions, please contact members of the work group, me or Laurie.Pedwell@ontario.ca.

Sincerely,

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Marg Connor