

**ADOPT BOARD RULE 4-22.4
APPOINTMENT OF ASSISTANT PRINCIPALS**

THE GENERAL COUNSEL RECOMMENDS:

The General Counsel recommends adopting Board Rule 4-22.4 regarding the appointment of assistant principals to be effective immediately upon adoption by the Board.

TEXT:

Sec. 4-22.4. Appointment of Assistant Principals.

A. Qualifications

To be eligible for appointment to the position of assistant principal, a person must possess: (a) a Type 75 Administrative Certificate issued by the Illinois State Board of Education, and (b) a master's degree from an accredited college or university.

B. Appointment or Retention of Assistant Principals (in 210 funded positions) by New Contract Principals

A new contract principal may select and appoint a new assistant principal or retain the incumbent assistant principal. If the new contract principal chooses to retain the incumbent assistant principal, no formal action is required.

An incumbent assistant principal not retained by a new contract principal must be notified of his or her non-retention by the new contract principal in writing. The written notification of non-retention must be served upon the incumbent assistant principal within thirty (30) calendar days from: (a) the Board approval date of the new principal's contract; or (b) the effective date of the new principal's contract, whichever is later. The displaced assistant principal will be removed from the position effective the last day of that pay period in which notification is given. If an incumbent assistant principal does not receive removal notification as described above, the incumbent assistant principal shall be retained for the duration of the principal's contract.

C. Appointment or Retention of Assistant Principals (in 210 funded positions) by Incumbent Principals

When a principal's contract is renewed, the principal may select and appoint a new assistant principal or retain the incumbent assistant principal. If the principal chooses to retain the incumbent assistant principal, no formal action is required. If the principal chooses not to retain the incumbent assistant principal, the principal must notify the incumbent assistant principal in writing no later than 30 calendar days after the local school council renews (by affirmative vote), signs and dates the principal's contract. The incumbent assistant principal will remain in his or her position until the last day of the pay period in which the principal's current contract expires. If an incumbent assistant principal does not receive removal notification as described above, he or she shall be retained for the duration of the principal's renewed contract.

D. Appointment or Retention of Assistant Principals by Interim Principals

1. An interim principal shall have no right to appoint a new assistant principal unless there is a principal vacancy at the school. A principal vacancy is created by:

- (a) Termination of the principal's contract by written agreement of the Board, the principal and the local school council.
 - (b) Removal of the principal for cause pursuant to Section 34-85 of the Illinois School Code.
 - (c) Closure or consolidation of the school.
 - (d) Death or resignation of the principal.
 - (e) Revocation or suspension of the principal's certification.
 - (f) Removal of the principal pursuant to Board powers under Sections 34-8.3(d) (probation), 34-8.3(f) (educational crisis) and 34-8.4 (intervention) of the Illinois School Code.
2. In the event of a vacancy as defined above, an interim principal has three options:
- (a) Retain the incumbent assistant principal;
 - (b) Select a new assistant principal and displace the incumbent; or
 - (c) Postpone the decision until such time as the interim principal receives a contract from the school's local school council.
3. **Written notification.** The interim principal must provide the incumbent assistant principal with written notification of the option chosen within 30 calendar days of the interim principal's appointment by the Chief Executive Officer or his or her designee. If the interim principal fails to make such notification, the incumbent assistant principal shall be retained for the duration of the principal's interim status
4. **Displaced assistant principals.** An assistant principal displaced by an interim principal will serve at the school until the last day of the pay period in which notification is given.
5. **Interim principal becomes contract principal.**
- (a) Except as provided in subsection 5(b) below, if the interim principal is awarded a contract by the local school council, section B of this Board Rule shall apply for the appointment or retention of an assistant principal.
 - (b) An interim principal who displaced an incumbent assistant principal and selected a new assistant principal, shall, upon being awarded a contract by the local school council, retain the selected assistant principal for the duration of the principal's contract.
6. **Probation or educational crisis.** If an assistant principal is serving under an interim principal who is filling a vacancy created by the removal of the contract principal pursuant to Section 34-8.3 of the Illinois School Code (for a school under Probation or Educational Crisis), that assistant principal shall serve at the pleasure of the Chief Executive Officer.

E. Appointment or Retention of Assistant Principal by Acting Principal

An acting principal, defined in Board Rule 4-22.3 as a person appointed to the office of principal by the Chief Executive Officer for not more than 100 days, shall have no right to appoint a new assistant principal or displace an incumbent assistant principal. If the assistant principal position is vacant, the acting principal may appoint an acting assistant principal. The acting assistant principal must be an assigned teacher at that school who possesses a Type 75 certificate. If there is no eligible person at the school, or no eligible person willing to serve as acting assistant principal, the Area Instructional Officer may appoint an acting assistant principal.

F. Assistant Principals in 234 Funded Positions

An assistant principal in a 234 funded (State Chapter I) position is employed on a year-to-year basis ending on the last day of the fiscal year (June 30). If the local school council (or in the case of a school without a local school council, the Chief Education Officer) chooses not to fund the position for the following fiscal year, the assistant principal must be notified in writing within five (5) business days of the approval by the local school council (or the Chief Education Officer in the absence of a local school council) of the school's budget for the next fiscal year. If an assistant principal in a 234 funded position is displaced, that position shall be closed for one fiscal year and no other individual may fill that position until the next fiscal year. The displaced assistant principal will be removed from the position, effective July 1.

G. Displaced Assistant Principals

Displaced assistant principals will be reassigned and continue to receive full pay and benefits for up to sixty (60) days of pay, including holidays and benefit days. If, at the end of the 60 days-of-pay grace period, the former assistant principal has not obtained a new position, the former assistant principal's employment will be honorably terminated.

Approved as to Legal Form:



Marilyn F. Johnson
General Counsel