



	EDUCATION POLICY MANUAL
Category:	SCHOOL OPERATIONS
Policy:	310
Approved Date:	February 25, 2002
Revised Date:	March 31, 2008 January 24, 2019
Page:	1 of 1

TEACHER IN CHARGE(TIC): ROLE

Rationale

From time to time the Principal may be absent for professional reasons or due to illness or leave. In these cases, the effective operation of the school requires that a teacher in charge should be appointed to be in charge.

Policy 310

In the absence of the principal, and there being no vice-principal, measures must be in place to appoint a teacher in charge. The principal determines selects the teacher who will be responsible during the absence.

Reference: Regulation 310



	EDUCATION POLICY MANUAL SCHOOL OPERATIONS
Category:	310
Regulation:	310
Approved Date:	February 25, 2002
Revised Date:	March 31, 2008 January 24, 2019
Page:	1 of 1

TEACHER IN CHARGE(TIC): ROLE

Regulation 310

Requirements:

1. Only a certified teacher may be appointed in charge when the principal is absent.
2. Remuneration is determined by School Council.
3. The responsibility of the teacher in charge cannot be delegated to non-certificated personnel.
4. The principal will determine whether or not a substitute teacher will be hired to teach in place of the teacher in charge. The Principal will review the reference document **Teacher-in-Charge: Roles & Responsibilities** with the candidate prior to the TIC accepting the appointment.
5. When the Principal is expected to be away for an extended period of time exceeding ten working days an Acting Principal shall be appointed by the Superintendent in consultation with Pastor and School Council Chairperson.
6. Where an Acting Principal is appointed they shall receive daily remuneration equivalent to 1/220th of step One on the Principals' salary grid for that school.