

**Policy GCAD – School Principal
Exhibit 1 – Assistant Principal Contract
Renewal Letter Template**

Employee name

Employee Address

Employee Address

[Date]

Dear [Name]:

Re: Assistant Principal Contract – Recommendation for Renewal

As discussed at our meeting on [Date] in accordance with Section (197) of the Education Act, Alberta Education's Leadership Quality Standard and PWPSD Board *Policy GCAD-School Administrator* I am pleased to recommend renewal of your designation as Assistant Principal at [School name] School.

In accordance with *Policy GCAD-School Administrator*, I reviewed the Leadership Quality Evaluation template, as well as the Leadership Quality Standard with you. Based upon ongoing supervision, your level of performance in each of the competencies reviewed meets the standard.

The renewal of your designation, if approved, will be a three-year appointment and the term will commence the [School year] school year. During this time, I will work closely with you to improve in the following competencies of the Leadership Quality Standard:

[List competencies]

I am available to discuss the content of this letter or answer any questions you may have regarding this process. Congratulations on the recommended renewal of your assistant principal contract.

I look forward to continuing working with you in the future.

Regards,

[Principal name]

Principal, [School Name] School