

SCHOOL ADMINISTRATOR SELECTION PROCEDURE

(1) **Selection Process and Criteria**

The process for selection of administrators will depend on current assignments. Applicant categories include:

- principals,
- vice-principals,
- entry level vice-principals (limited administrative experience, i.e., teachers).

The general criteria for selection of school administrators includes:

- (a) knowledge of the role of a school administrator;
- (b) demonstrated commitment to life long learning in the area of educational administration;
- (c) knowledge of leadership theory and practice;
- (d) ability to work collaboratively and effectively with others;
- (e) demonstrated leadership qualities;
- (f) understanding the teaching and learning process;
- (g) understanding the process of curriculum development, implementation and student assessment;
- (h) ability to organize time effectively;
- (i) understanding the general structure of the division and its operation.

(2) **Principals**

In December of each year, the superintendent will, in writing, survey the career intentions and future plans of each principal.

The superintendent will determine candidates for specific placements and will inform the board of trustees of decisions.

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(3) Vice-Principals

In December of each year, the superintendent will, in writing, survey the career intentions and future plans of each vice-principal. Should those plans include a desire to be considered for a position of principal, the superintendent will add that vice-principal's name to a list of candidates for possible principalship.

From that list, candidates will be selected where deemed necessary by the superintendent's department for available principalships, using the following selection criteria:

- (a) years of experience in the current position;
- (b) years of experience in administration;
- (c) proven leadership at the school, division, provincial or national level(s);
- (d) demonstrated commitment to life long learning including the area of educational administration;
- (e) references that will include the names of at least two of the following: a vice-principal, a principal, another educator;
- (f) most recent performance appraisal.

In considering a candidate, the superintendent or designate, may consult with the present and previous principal.

The superintendent will make recommendations to the board of trustees for specific placements.

(4) Entry Level Vice-Principal Positions

Applicants will:

- (a) show evidence of leadership at the school, division, provincial or national level(s);
- (b) have five years or more teaching experience (experience at different levels would be an asset);
- (c) provide references that include the names of at least two of the following: a vice-principal, a principal, another educator;
- (d) provide a copy of his/her most recent performance appraisal.

In considering an applicant, the superintendent or designate, will consult with the present and previous principal.

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The following selection process will be used:

- (a) An invitation to apply for vice-principal positions will be issued in a bulletin in January.
- (b) All applications will be reviewed by the superintendent's department prior to spring break.
- (c) All applicants will be notified as to whether or not they have been selected for an interview.
- (d) The division interview committee will conduct the interviews and the superintendent will make recommendations to the board of trustees for specific placements.
- (e) The process will be repeated annually to provide opportunity for new candidates to apply and previous candidates to reapply.

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