

AP 4104: Appointment of Principals and Vice-Principals

At the discretion of the Superintendent, Principal or Vice-Principal vacancies shall be filled through transfer, selection from the Principal and Vice-Principal hiring pool or competition for a posted vacancy.

The Superintendent is responsible for all aspects of the selection and recruitment processes for the positions of District Principal, Principal and Vice-Principal. This includes but is not restricted to recruitment, advertising, reviewing applications, short-listing, developing interview processes, communications with candidates, chairing the interview process (including directing the questions to the candidates and facilitating the panel's review of short-listed candidates), determining the preferred candidate, making the appointment, and ensuring appropriate contractual arrangements.

Procedure

1. District Principal, Principal and Vice-Principal transfers:

1.1 Consideration for transfer may be initiated at the request of either the district principal, principal, vice-principal or the Superintendent. Such consideration shall be given after the principal has held an appointment for a reasonable period of time and when there is value to be gained by a transfer.

1.2 Transfers shall be completed by the Superintendent, prior to the posting of vacant district principal, principal and vice-principal positions. The Superintendent shall complete all transfers and inform the Board, prior to the public announcement of such placements.

1.3 Other than interim or temporary appointments, all promotions from vice-principal to principal shall be by competition.

2. Principal and Vice-Principal Pools:

2.1 The district shall maintain a principal and vice-principal pool.

2.2 The Superintendent may call for a competition for candidates to be selected to a District hiring pool for a term of up to two years.

2.3 Where the Superintendent determines a hiring pool needs to be replenished, the interview panel shall consist of five (5) members, two (2) trustees selected by the

Chair and three (3) representatives selected by the Superintendent. An advisory panel will observe interviews and provide advice.

3. Competition for a posted vacancy for district principal, district vice-principal, principal, or vice-principal positions:
 - 3.1 Prior to filling the positions of district principal, principal or vice-principal through a posted vacancy competition, the Superintendent shall develop and implement a consultation process to inform, in part, the development of the ideal candidate profile.
 - 3.2 Where the Superintendent determines a vacancy will be filled for a district principal, principal or vice-principal through application for a posted position, the interview panel shall consist of five (5) members, two (2) trustees selected by the Chair and three (3) representatives selected by the Superintendent. An advisory panel may be established to observe the interview.
4. The Board will be advised of successful candidates placed in the principal and vice-principal pool at the next Closed Board meeting.
5. All offers of employment shall be conditional on the successful applicant providing a criminal record check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General).