



## Administrative Procedure 431

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# PRINCIPAL AND VICE-PRINCIPAL APPOINTMENTS

## Background

Vacancies that occur in school administrative positions shall be filled either by competition or reassignment of existing staff.

Strong leadership and administration at the District and school levels are essential to the effective and efficient operation of the school system.

There is a need to specify the practices and procedures to be followed for administrative appointments.

## Procedures

1. A vacancy will be filled by competition or through reassignment. Timeline constraints and succession planning circumstances will determine which process is followed.
2. Administrative vacancies will be filled in accordance with the philosophy and beliefs of the District as expressed in Administrative Procedure 400 - Recruitment and Selection of Personnel.
3. The process for filling the positions of principal, Vice-Principal:
  - 3.1. Appropriate placement and transfer practices for Principals/Vice-Principals are to enhance effective utilization of skills and abilities, provide for the retention of high quality leaders and the professional growth of individuals. These objectives can best be achieved through the provision of a variety of school assignments over a period of years, and the best possible matching of known administrator strengths to identified current needs of a particular school.
  - 3.2. Annually the Superintendent, in consultation with Assistant Superintendents, shall determine transfers of existing Principals and Vice-Principals to fill vacancies. Prior to any public announcement being made the Superintendent will present the Principal and Vice Principal assignments to the Board for information. Principals and Vice-Principals being named for transfer will be made aware of the information prior to the report going forward to the Board.
  - 3.3. Once transfers have been made public, the Superintendent will fill any remaining vacancies through competition or through selecting from the Administrative Readiness Pool.

- 3.4. To develop the pool or fill vacancies through competition, the Assistant Superintendent of Human Resources shall ensure a thorough review of role description, ideal candidate profile, applications and thorough reference checking.
  - 3.5. The Assistant Superintendent of Human Resources shall form a selection committee to conduct interviews to admit individuals into a Principal or Vice-Principal Administrative Pool or to conduct a competition. The Superintendent, Assistant Superintendents and any senior staff selected by the Superintendent shall constitute the selection committee.
  - 3.6. The suitability of each candidate will be considered by the expanded interview team. Feedback and recommendations from the interview team will be recorded as reference material for the selection committee. Stakeholder representatives serving on the expanded interview team will withdraw at the conclusion of this process.
  - 3.7. The selection committee will consider feedback and recommendations from the expanded interview team during its deliberations.
  - 3.8. Prior to any public announcement being made regarding successful candidates for direct appointment to administrative positions, the Superintendent will present the choices by the selection committee to the Board for information.
  - 3.9. The successful candidate shall be offered a written contract of employment in keeping with the District template approved by the Board in relation to compensation parameters, vacation and sick leave entitlement and severance. The Superintendent is delegated authority to determine contract renewals.
  - 3.10. The compensation grid will be in accordance with the compensation guidelines set by the British Columbia Public Schools' Employers' Association and placement on the grid by the Superintendent.
  - 3.11. An offer of employment shall be conditional on the successful applicant providing a criminal records check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General) and Vulnerable Sector Check which is acceptable to the Superintendent.
  - 3.12. An established Administrative Pool remains in place for a period of twenty-four months.
  - 3.13. In the event of an unexpected or short-term vacancy, the Superintendent may appoint an 'Acting Principal' without going through a formal selection process.
4. Role of the Assistant Superintendent of Human Resources with Administrative Appointments
    - 4.1. The appropriate Senior Administrator in consultation with the Superintendent and the Assistant Superintendent of Human Resources will determine whether to fill a vacancy and whether to fill it by competition or through reassignment. All positions to be filled must be within the budget parameters.
    - 4.2. Appropriate representatives from the Assistant Superintendent of Human Resources will assist and support the work of filling administrative vacancies.
    - 4.3. The Assistant Superintendent of Human Resources will facilitate completion of offers and acceptances of employment through to the signing of contracts and the paperwork involved with becoming a District employee.

4.4. Feedback to applicants following a competition process will be provided by an appropriate selection committee member upon request. The Assistant Superintendent of Human Resources will coordinate such requests and feedback sessions.

5. Orientation and Induction

5.1. The Superintendent shall ensure appropriate orientation and induction programs are provided to those selected to the positions of Principal or Vice-Principal.

Reference: Sections 17, 8.4, 20, 22, 65, 85 School Act  
Teachers' Act  
School Regulation 265/89  
Collective Agreement

Adopted: December 15, 2020