

PRINCIPAL AND VICE-PRINCIPAL APPOINTMENTS

Background

Vacancies that occur in school principal and vice-principal 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 principal and vice-principal 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. Principal and vice-principal vacancies will be filled in accordance with the philosophy and beliefs of the District as expressed in Administrative Procedure 400 – Personnel Principles.
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 principal or vice-principal strengths to identified current needs of a particular school.
 - 3.2. Annually the Superintendent, in consultation with directors, 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 for the upcoming September to the Board for consultation. Principals and vice-principals being named for transfer will be made aware of the information after the report goes forward to the Board.
 - 3.3. Once transfers have been made public, the Superintendent will fill any remaining vacancies through competition.
 - 3.4. To fill vacancies through competition, the Superintendent shall ensure a thorough review of applications and thorough reference checking.
 - 3.5. The Superintendent shall form a selection committee to conduct interviews to conduct a competition.
 - 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. The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority vote and the Superintendent must be part of this majority.
 - 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.
 - 3.11. In the event of an unexpected or short-term vacancy, the Superintendent may appoint a temporary principal or Vice-Principal without going through a formal selection process.
4. Role of the Director of Instruction/Human Resources with principal/Vice-Principal Appointments
 - 4.1. Appropriate representatives from the Director of Instruction/Human Resources will assist and support the work of filling principal and Vice-Principal vacancies.
 - 4.2. The Director of Instruction/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.
 - 4.3. Feedback to applicants following a competition process will be provided by an appropriate selection committee member upon request. The Director of Instruction/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

Approved: August 15, 2021
Revised: