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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 further 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. The process for filling the positions of Principal, Vice-Principal:
  - 2.1. 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.
  - 2.2. Prior to commencing the search, the position shall have a current written role description.
  - 2.3. Annually the Superintendent, in consultation with the Directors of Instruction and the Director of Human Resources, 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 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.
    - 2.3.1. In making decisions on placement, the Superintendent will consider:
      - 2.3.1.1. The needs of the school and District as perceived by senior staff.
      - 2.3.1.2. Length of current assignment in a school.
      - 2.3.1.3. The administrator's expressed preferences.

- 2.3.1.4. Compatibility of administrative style among administrators in the school.
    - 2.3.1.5. Compatibility of style with other staff of the school and with school culture.
    - 2.3.1.6. Opportunities provided for professional growth in the proposed assignment.
    - 2.3.1.7. Appropriate training and ability to enable effective planning and educational continuity.
- 2.4. Once transfers have been made public, the Superintendent will fill any remaining vacancies through competition.
- 2.5. To fill vacancies through competition, the Superintendent shall ensure a thorough review of role description, ideal candidate profile, applications, and thorough reference checking.
- 2.6. The Superintendent shall form a selection committee to conduct interviews to conduct a competition. The Superintendent, the Director of Human Resources and any other senior staff or stakeholders selected by the Superintendent shall constitute the selection committee, together with up to two (2) trustees selected by the Board.
- 2.7. The suitability of each candidate will be considered by the expanded interview team. 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.
- 2.8. Prior to any public announcement being made regarding successful candidates, for appointment to administrative positions, the Superintendent will present the choices by the selection committee to the Board for information.
- 2.9. The successful candidate shall be offered a written contract of employment in keeping with the District template in relation to compensation parameters, vacation and sick leave entitlement and severance. The Superintendent is delegated authority to determine contract renewals.
- 2.10. 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.
- 2.11. 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.
- 2.12. In the event of an unexpected or short-term vacancy, the Superintendent may appoint an 'Acting Principal' or 'Acting Vice-Principal' without going through a formal selection process.

### 3. Role of the Director of Human Resources with Administrative Appointments

- 3.1. The Director of Human Resources in consultation with the Superintendent 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.
- 3.2. The Director of Human Resources will assist and support the work of filling administrative vacancies.
- 3.3. The Director 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.
- 3.4. Feedback to applicants following a competition process will be provided by an appropriate selection committee member upon request. The Director of Human Resources will coordinate such requests and feedback sessions.

### 4. Orientation and Induction

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

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

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