



ADMINISTRATIVE APPOINTMENTS:

SUPERINTENDENT,
SECRETARY TREASURER,
ASSISTANT SUPERINTENDENT,
DIRECTOR, PRINCIPAL,
VICE-PRINCIPAL,
DISTRICT PRINCIPAL,
DISTRICT VICE-PRINCIPAL
DISTRICT ADMINISTRATOR

APPROVED: 1974.07.16

REVISED: 1991.07.02
1999.01.26
2002.11.26
2017.02.XX

POLICY

Vacancies that occur in ~~principal, vice-principal or exempt positions~~ administrative positions identified in this Policy shall be filled either by competition or reassignment of existing staff.

Responsibility Centre: Director of Human Resources
References: ~~School Act, Section 85~~

Responsibility Centre: Superintendent
References: School Act, Sections 15, 19, 20, 21, 22, 23, 24, 65, 85

PREAMBLE

The recruitment and selection of senior administrative personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes 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.

Therefore the Board directs that the following processes be used in order to recruit and fill these positions.

Approved: 1999.01.26
Revised: 2017.XX.XX



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REGULATIONS:

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 Board as expressed in Policy 4111 Recruitment and Selection.

Approved: 1974.07.16
Revised: 1991.07.02



ADMINISTRATIVE APPOINTMENTS**ADMINISTRATIVE PROCEDURES:****SUPERINTENDENT**

1. The process for filling the position of **Superintendent**.
 - a. The Board has the sole authority to recruit and select an individual for the position of Superintendent and anyone who is expected to act in the place of the Superintendent for a period longer than one hundred twenty-one days (121 days) duration.
 - b. The Board may choose to engage an external consultant to provide executive search services.
 - c. The Board will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current District employees are made aware of staff vacancies.
 - d. The Board shall constitute the selection committee.
 - e. Opportunity for a stakeholder committee to meet with shortlisted candidates prior to the formal interview with the Board will be provided. The purpose of this meeting will be to allow stakeholder representatives to ask questions and to gain understanding into the skills of each candidate. Written feedback from the stakeholder committee will be generated and shared with the Board of Trustees as part of selection deliberations.
 - f. 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 Board.
 - g. In order to protect the Board from sudden loss of the Superintendent's services, the Superintendent shall ensure that **staff an Assistant Superintendent** is designated to perform the services of the Superintendent in the case of a short-term or prolonged absence, and that the **Chair Board** is advised of the delegation.



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SECRETARY TREASURER

2. The process for filling the position of **Secretary Treasurer**:
 - a. The Board may approve the contracting of external executive search services to assist in the search processes as outlined below.
 - b. Prior to commencing the search the position shall have a current written role description.
 - c. The Superintendent shall recommend the ideal candidate profile for consideration and ultimate approval of the Board.
 - d. The Superintendent shall be responsible for advertising and recruiting, reviewing applications, conducting reference checks and recommending which candidates will be short-listed for an interview.
 - e. The Board shall be provided with a list of all applicants, their current position and the Superintendent's rationale for inclusion or exclusion of each candidate from the recommended short-list of candidates to be interviewed. In addition, all trustees shall be provided with the entire application package submitted by all applicants, and the reference check information obtained.
 - f. The Board and Superintendent shall constitute the selection committee.
 - g. Opportunity for a stakeholder committee to meet with shortlisted candidates prior to the formal interview with the Board will be provided. The purpose of this meeting will be to allow stakeholder representatives to ask questions and to gain an understanding of the skills each candidate presents. Written feedback from the stakeholder committee will be generated and shared with the Board of Trustees as part of selection deliberations.
 - h. 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.
 - i. 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 in consultation with the Board.
 - j. 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 in consultation with the Board.



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- k. 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 Board.

ASSISTANT SUPERINTENDENT

3. The process for filling the position of ***Assistant Superintendent***.
 - a. The Board may approve the contracting of external executive search services to assist in the search processes as outlined below.
 - b. Prior to commencing the search the position shall have a current written role description.
 - c. The Superintendent shall recommend the ideal candidate profile for consideration and ultimate approval of the Board.
 - d. The Superintendent shall be responsible for advertising and recruiting, reviewing applications, conducting reference checks and recommending which candidates will be short-listed for an interview.
 - e. The Board shall be provided with a list of all applicants, their current position and the Superintendent's rationale for inclusion or exclusion of each candidate from the recommended short-list of candidates to be interviewed. In addition, all trustees shall be provided with the entire application package submitted by all applicants, and the reference check information obtained.
 - f. The Board, Superintendent and any senior staff selected by the Superintendent shall constitute the selection committee.
 - g. Opportunity for a stakeholder committee to meet with shortlisted candidates prior to the formal interview with the Board will be provided. The purpose of this meeting will be to allow stakeholder representatives to ask questions and to gain an understanding of the skills each candidate presents. Written feedback from the stakeholder committee will be generated and shared with the Board as part of selection deliberations.
 - h. 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 of the Board and the Superintendent and the Superintendent must be part of this majority.



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- i. 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 in consultation with the Board.
- j. 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 in consultation with the Board.
- k. 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 Board.

DIRECTOR, PRINCIPAL, VICE-PRINCIPAL, DISTRICT PRINCIPAL, DISTRICT VICE-PRINCIPAL AND DISTRICT ADMINISTRATOR

4. The process for filling the position of *Director*.
 - a. Prior to commencing the search the position shall have a current written role description.
 - b. The Superintendent shall recommend the ideal candidate profile for consideration and ultimate approval of the Board.
 - c. The Superintendent shall be responsible for advertising and recruiting, reviewing applications, conducting reference checks and recommending which candidates will be short-listed for an interview.
 - d. The Board shall be provided with a list of all applicants, their current position and the Superintendent's rationale for inclusion or exclusion of each candidate from the recommended short-list of candidates to be interviewed. In addition, all trustees shall be provided with the entire application package submitted by all applicants, and the reference check information obtained.
 - e. The Superintendent, two Trustee representatives and any senior staff selected by the Superintendent shall constitute the selection committee.
 - f. 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 of the Trustee representatives and the Superintendent and the Superintendent must be part of this majority.
 - g. Prior to any public announcement being made the Superintendent will present the recommended appointee to the Board for approval.



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- h. 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 in consultation with the Board.
 - i. 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 in consultation with the Board.
 - j. 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 Board.
5. The process for filling the positions of ***Principal, Vice-Principal, District Principal, District Vice-Principal and District Administrator***
- a. Appropriate placement and transfer practices for Principals/Vice-principals are to enhance effective utilization and 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 some 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.
 - b. Prior to commencing the search the position shall have a current written role description.
 - c. 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 recommended Principal and Vice Principal assignments for the upcoming September to the Board for approval.
 - d. Once transfers have been made public, the Superintendent will fill any remaining vacancies through competition or through selecting from the Administrative Readiness Pool.
 - e. To develop the pool or fill vacancies through competition, the Superintendent shall ensure a thorough review of role description, ideal candidate profile, applications and thorough reference checking.
 - f. The Superintendent shall form a selection committee to conduct interviews to admit individuals into a Principal or Vice-Principal ***Administrative Readiness Pool*** or to conduct a competition.



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- g. The Superintendent, two Assistant Superintendents, two Trustee representatives and any senior staff selected by the Superintendent shall constitute the selection committee. In addition, every effort will be made to also include one PGPVPA representative, two parent representatives, one as a PAC representative and one community at-large parent representative and one PGDTA representative.
- h. 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.
- i. Prior to any public announcement being made regarding successful candidates, for either admission to the *Administrative Readiness Pool* or direct appointment to administrative positions, the Superintendent will present the recommendations from the selection committee to the Board for approval.
- j. 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 in consultation with the Board.
- k. 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 in consultation with the Board.
- l. 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 Board.
- m. An established *Administrative Readiness Pool* remains in place until the end of the calendar year.
- n. 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.



ADMINISTRATIVE APPOINTMENTS

6. Role of the Human Resources Department with Administrative Appointments

- a) The appropriate ~~Administrative Council~~ Senior Administrator in consultation with the Superintendent of Schools and the Human Resources Department, 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 approved by the Board.

~~A vacant position that is to be filled by competition will be advertised in accordance with this Policy. by the Human Resources Department. The method and scope of advertising will be determined by the Human Resources Department in consultation with the manager concerned.~~

- b) ~~Appropriate representatives from the Human Resources Department will assist and support the work of filling administrative vacancies.~~

~~A representative of the Human Resources Department will facilitate the group interview process and will ensure that each interviewed candidate is given equal opportunity to demonstrate his or her qualifications and suitability for the advertised position. Each candidate will be judged in a fair, rational and consistent manner against the seven established criteria for administrative vacancies. These criteria are: academic preparation, perception of position, working relationships, experience, knowledge of system, personal qualities and professional preparation.~~

- c) ~~The Human Resources Department will facilitate completion of offers and acceptances of employment through to the signing of contracts and the paperwork involved with becoming an SD57 employee.~~
- d) ~~Feedback to applicants following a competition process will be provided by an appropriate selection committee member upon request. The Human Resources Department will coordinate such requests and feedback sessions.~~



ADMINISTRATIVE APPOINTMENTS**7. ORIENTATION AND INDUCTION**

The Superintendent shall ensure appropriate orientation and induction programs are provided to those selected to the positions of **Secretary Treasurer, Assistant Superintendent, Director, Principal, Vice-Principal, District Principal, District Vice-Principal and District Administrator.**

Clauses removed and/or substituted from previous policy under administrative procedures:

- a) ~~Applications received for administrative vacancies will be reviewed by the manager concerned and the Human Resources Department against the established criteria for the advertised job and within the context of "Types of Input Considered in the Evaluation of Job Applicants." A short list of applicants to be interviewed will then be developed. Other interested parties may be invited to participate in the paper screening process.~~
- b) ~~The Human Resources Department will establish an interviewing committee that will consist of the manager who will make the hiring recommendation, a human resources officer and other interested persons who would be able to provide useful input and perceptions into the hiring decision. Depending on the level of responsibility, scope, location and nature of the job, other interested persons may include trustees, Administrative Council members or designates, teachers, support staff, parents, union representatives and members of the general public.~~
- c) ~~Once the interviews are completed, the manager who is to make the hiring decision will gather perceptions from the interviewing committee on the candidates and make a decision on the applicant to be recommended to the Board for appointment. Subject to satisfactory reference checks, a formal job offer will then be made by a human resources officer or designate.~~
- d) ~~The Human Resources Department will present job offers to the Board for approval.~~
- e) ~~Upon request, the manager and/or the human resources officer who facilitated the competition will provide feedback to applicants.~~

