



**BOARD OF EDUCATION**  
**School District No. 57**  
2100 Ferry Avenue  
Prince George, B.C. V2L 4R5  
(250) 561-6800

# POLICY 4112.5

## **ADMINISTRATIVE APPOINTMENTS:**

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

APPROVED: 1974.07.16

REVISED: 1991.07.02  
1999.01.26  
2002.11.26  
2017.02.28  
2018.04.10

## ***POLICY***

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

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

ADMINISTRATIVE APPOINTMENTS

**PREAMBLE**

The recruitment and selection of 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.

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Approved: 1999.01.26  
Revised: 2017.02.28



ADMINISTRATIVE APPOINTMENTS

**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.

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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 thirty days (30) duration.
  - b. The Board will 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 School 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 as part of selection deliberations. Stakeholder committee members will sign the appropriate confidentiality statements prior to participation.
  - f. The successful candidate shall be offered a written contract of employment in keeping with the School District template approved by the Board in relation to compensation parameters, vacation and sick leave entitlement and severance.
  - g. 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.
  - h. In order to protect the Board from sudden loss of the Superintendent's services, the Superintendent shall ensure that an Assistant Superintendent is designated to perform the services of the Superintendent in the case of up to thirty days (30) in duration, and that the Board is advised of the delegation.



ADMINISTRATIVE APPOINTMENTS**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 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 School 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.



ADMINISTRATIVE APPOINTMENTS

- 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 of the shortlisted candidates and any other candidates the Board specifically requests 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. Stakeholder committee members will sign the appropriate confidentiality statements prior to participation.
  - 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.



ADMINISTRATIVE APPOINTMENTS

- i. The successful candidate shall be offered a written contract of employment in keeping with the School 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, 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 Superintendent, two Trustee representatives selected by the Board and any senior staff selected by the Superintendent shall constitute the selection committee. Selection committee members will sign the appropriate confidentiality statements prior to participation.
  - e. The Selection Committee will 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, the selection committee shall be provided with the application packages of any other candidates specifically requested by the committee.



ADMINISTRATIVE APPOINTMENTS

- 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.
  - h. The successful candidate shall be offered a written contract of employment in keeping with the School 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:***
- a. 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.
  - 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 and the accompanying rationale for the upcoming September to the Board for approval. Principals and Vice-Principals being named for transfer will be made aware of the recommendation prior to the report going forward to the Board.





ADMINISTRATIVE APPOINTMENTS

- 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. The Superintendent, two Assistant Superintendents, two Trustee representatives selected by the Board and any senior staff selected by the Superintendent shall constitute the selection committee. Selection committee members will sign the appropriate confidentiality statements prior to participation.
- g. In addition to selection committee participants, an expanded interview team will be assembled, with effort to include stakeholder representatives as follows: one PGPVPA elementary representative, one PGPVPA secondary representative, two parent representatives, one as a Parent Advisory Council representative and one community at-large parent representative, one PGDTA representative, one CUPE 3742 representative and one CUPE 4991 representative. Expanded interview team representative members will sign the appropriate confidentiality statements prior to participation.
- h. 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.
- i. The selection committee will consider feedback and recommendations from the expanded interview team during its deliberations.
- j. 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.
- k. 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.
- l. The successful candidate shall be offered a written contract of employment in keeping with the School 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.



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- m. 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.
  - n. 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
  - o. An established *Administrative Readiness Pool* remains in place for a period of twelve months.
  - p. 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.
6. The process for filling the administrative position of ***District Administrator***:
- a. Prior to commencing the search the position shall have a current written role description.
  - b. To fill vacancies through competition, the Superintendent shall ensure a thorough review of role description, ideal candidate profile, applications and thorough reference checking.
  - c. The Superintendent shall form a selection committee to conduct an interview process. The Superintendent, two Assistant Superintendents, two Trustee representatives selected by the Board and any senior staff selected by the Superintendent shall constitute the selection committee.
  - d. In addition to selection committee participants, an expanded interview team will be assembled, with effort to include stakeholder representatives as follows: one PGPVPA elementary representative, one PGPVPA secondary representative, two parent representatives, one as a Parent Advisory Council representative and one community at-large parent representative, one PGDTA representative, one CUPE 3742 representative and one CUPE 4991 representative. Expanded interview team representative members will sign the appropriate confidentiality statements prior to participation.
  - e. The suitability of each candidate will be considered by the expanded selection team. Feedback and recommendations from the selection 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.
  - f. The selection committee will consider feedback and recommendations from the expanded interview team during its deliberations.



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- g. 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 selection committee and the Superintendent must be part of this majority.
  - h. Prior to any public announcement being made regarding successful candidates, the Superintendent will present the recommendations from the selection committee to the Board for approval.
  - i. The successful candidate shall be offered a written contract of employment in keeping with the School District template approved by the Board in relation to compensation parameters, vacation and sick leave entitlement and severance. The Superintendent is the 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.
- 7. Role of the Human Resources Department with Administrative Appointments**
- a. The appropriate 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.
  - b. Appropriate representatives from the Human Resources Department will assist and support the work of filling administrative vacancies.
  - 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 a School District No. 57 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

**8. 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, and District Administrator*.

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Approved: 1991.07.02  
Revised: 1999.01.26  
2017.02.28  
2018.04.10

