

**RECRUITMENT AND APPOINTMENT OF  
ADMINISTRATIVE PERSONNEL**

Adopted: 1999-06-22	Reviewed:	Amended:2003-05-13 2006-01-24 2016-06-21
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**POLICY****SUBJECT: RECRUITMENT AND APPOINTMENT OF ADMINISTRATIVE PERSONNEL**

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The Board of Education believes that in order to achieve and maintain an outstanding educational program, the recruitment, appointment and retention of highly qualified, well trained and committed administrative personnel is essential.

**TRANSFER**

The Board of Education supports the concept that a periodic change of assignments of principals and vice-principals from their present schools to another may be beneficial to the principals/vice-principals as well as to the school district as a whole, but that too frequent a change of the administration of a school may be detrimental to the school or the individual.

The Board further believes that each principal/vice-principal has some exceptional qualities and administrative/supervisory strengths. A transfer or reassignment of the principal/vice-principal enables many schools to benefit from these qualities and strengths.

The Board therefore directs that the Superintendent periodically review principal/vice-principal assignments and bring forward to the Board recommendations regarding possible transfers of school-based principal/vice-principals.

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**REGULATIONS**SUBJECT: **RECRUITMENT AND APPOINTMENT OF ADMINISTRATIVE PERSONNEL**

1. Recruitment, Selection and Appointment
  - a) The recruitment, selection and appointment of the Superintendent of Schools, the Secretary-Treasurer and the Assistant Superintendent shall be at the sole discretion of the Board of Education. The Board Chairperson shall present formal job offers to the successful candidate for Superintendent of Schools. All other formal administrative job offers shall be presented by the Superintendent of Schools.
  - b) The recruitment and selection of Directors of Instruction, Supervisors, Principals and Vice-Principals, Coordinators and Head Teachers is the responsibility of the Superintendent of Schools in consultation with the Board of Education.
  - c) All appointments shall be pursuant to the School Act and its Regulations.
2. Administrative Procedures
  - a) The interview committee shall consider the following criteria for all candidates short-listed for administrative positions:
    - i) academic preparation
    - ii) professional preparation
    - iii) perception of position
    - iv) working relationships
    - v) experience
    - vi) knowledge of system
    - vii) personal qualities
  - b) For the positions of Superintendent of Schools or Secretary-Treasurer, the interviewing committee shall be comprised of:
    - i) all Trustees
    - ii) the Superintendent and/or the Secretary-Treasurer
    - iii) the Assistant Superintendent
    - iv) a representative from the Fraser-Cascade Administrators' Association

Selection input shall also be considered from representatives of the District Parent Advisory Council, Aboriginal Education Council, the Construction, Maintenance and Allied Workers Bargaining Council, Local Unit 2423 and the Fraser-Cascade Teachers' Association.

- c) For the positions of Assistant Superintendent of Schools, Personnel Relations Officer or Director of Instruction, the interviewing committee shall be comprised of:
- i) all Trustees
  - ii) the Superintendent
  - iii) the Secretary-Treasurer
  - iv) a representative from the Fraser-Cascade Administrators' Association

Selection input shall also be considered from representatives of the District Parent Advisory Council, Aboriginal Education Council, the Construction, Maintenance and Allied Workers Bargaining Council Local 2423 and the Fraser-Cascade Teachers' Association.

- d) For Principal and Vice-Principal positions, the Superintendent of Schools, in consultation with the Board, shall decide if a vacancy is to be filled through an open competition or through the reassignment of existing personnel.
- i) (a) For positions filled through open competition, selection input shall be considered from representatives of the school Parent Advisory Council, Aboriginal Education Council, and the school teaching and support staff. The hiring committee shall be comprised of:
    - a. two or more Trustees
    - b. the Superintendent
    - c. Secretary-Treasurer
    - d. the Assistant Superintendent
    - e. a representative from the Fraser-Cascade Administrators' Association

(b) The hiring committee will:

    - a. create a short list from administration's long list
    - b. in the case of a secondary school, seek input from students in the senior grades to support the development of interview questions
    - c. interview and recommend preferred candidate(s) to the Superintendent

(c) Final hiring decision will be made by the Superintendent of Schools
  - ii) For positions to be filled through reassignment of existing personnel:
    - (a) All current Principals/Vice-Principals will be informed about current vacancies or potential vacancies.

- (b) Principals/Vice-Principals will be invited to inform the Superintendent of their interest in transferring to the potential vacancies.
- (c) For Superintendent initiated transfers, the Superintendent will consult with the Principal/Vice-Principal affected prior to discussing the transfer decision with the Board.
- (d) The Superintendent, will make any transferring decisions and will discuss those decisions with the Board prior to enacting them. Transfers will be based upon principal preferences, employee leadership and management skills, and the school needs as determined by the Superintendent of Schools.
- (e) Where possible, transfers will be finalized by May 30 of the year in which the transfer is to take effect.
- (f) For all other Administrative positions, the Superintendent shall establish an interviewing committee, which shall consist of the individual who will make the hiring recommendation and other interested persons who may 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, the process may include other interested persons including trustees, district staff, teachers, support staff, parents, union representatives and students.

3. Reimbursement of Expenses

- a) Out of district candidates short-listed for positions referred to in these regulations shall be reimbursed for necessary expenses in accordance with Policy 6000.
- b) Expense claims must be submitted to the Superintendent of Schools for approval.