

# ASSIGNMENT AND SELECTION OF PRINCIPALS

## Background

The District recognizes that one of its most important functions in support of student achievement is the assignment and selection of principals. Principals are appointed to the District and will be assigned by the Superintendent to the position that the Superintendent feels is an appropriate match to the needs of schools and of the District. The Superintendent also recognizes the benefits of changing the assignment of principals over time in order to expand their experience as well as to provide schools with the expertise and leadership provided by the principals of other schools in the District. In the case of a principalship vacancy, the Superintendent will determine if s/he will assign a Principal from a different school or advertise for the principalship and then assign the selected candidate to the school.

The District believes that the first consideration in the assignment of principals must be for the educational leadership needs of the District and its schools in support of student achievement. The District also believes that consideration must be given to the benefits that a change in assignment will provide individual principals in the District and of the expertise and leadership that such principals will bring with them. In the assignment of a Principal to a school, therefore, the Superintendent will consider principals who are currently in the District. Once assignments of current principals have been finalized, the District believes that remaining vacant principalships will be advertised with appropriate input from representatives of staff, parents and the school community during the selection process.

## Procedures

### 1. Guiding Principles

- 1.1. Principalships are considered to be District appointments with assignments to a school as determined by the Superintendent. Principals are key educational leaders in the schools and within the District.
- 1.2. As vacancies occur, processes will be in place which allow the Superintendent the opportunity to make any change in assignment the Superintendent feels is appropriate prior to determining that a competition is to be held.
- 1.3. In addition to the opportunities provided through vacancies, the Superintendent will consider other options for principals to gain experience in other schools. To this end, a review of assignment and career plans will take place with principals annually or more frequently at the request of the Principal or the Superintendent.
- 1.4. The Superintendent will consider the impact of more than one administrative change from schools with an administrative team of two or more members. The Superintendent recognizes that it may not be beneficial to the school community for the entire administrative team to be transferred out of the school in the same school year.

- 1.5. Competition for principalships will be open to all internal and external candidates. Only in exceptional circumstances will the Superintendent restrict a competition to internal candidates.
- 1.6. Appropriate involvement of representatives of staff, parents and school community will be included when a competition for a principalship takes place.
- 1.7. Whenever possible, filling of vacant principalships will follow the step by step approach outlined in this Administrative Procedure. The Superintendent may waive the stipulations of some or all steps of this Administrative Procedure when s/he deems such action appropriate to the circumstance.

## 2. Assignment of Principals

- 2.1. The Superintendent will use the document “District Criteria for Principals” (see Appendix) and other criteria provided by the schools in implementing the processes for assigning and selecting principals.
- 2.2. Each year as part of their [Annual Growth Plan \(Form 531-1\)](#) review, principals will submit a [Career Plans Form \(Form 531-2\)](#) indicating their interests for possible administrative placement in the following year. This may include requests for assignment to different schools, levels, or an indication of interest in opportunities in a different District. In addition, principals will be asked to share retirement plans for the subsequent year with the Superintendent by January 31, or as soon as possible, to insure a timely selection of another administrator to fill their position. Reassignment date may either be mid-year or year-end as determined by the Superintendent.
- 2.3. At any time during the year, principals may request a meeting with the Superintendent and/or other senior District staff to discuss career aspirations or to elaborate on information provided in their [Career Plans Form \(Form 531-2\)](#). Principals may normally be considered for a reassignment based on operational needs of the District and/or if they have been in their current assignment for more than 5 years.
- 2.4. As part of the District’s preparation for administrative changes in the coming year, principals who are being considered for a change in assignment will be consulted as early as possible in the planning cycle. It is important to note that this consultation can occur at any time during the year but all consideration will be given to appropriate and early consultation. This consultation will occur prior to a decision being made by the Superintendent.
- 2.5. Due to time constraints or emergent factors, the Superintendent may from time to time create a term principalship of specified duration and appoint a person the Superintendent determines to be best suited to the role pending the full processes contemplated by this Administrative Procedure. Such process will take place within 6 months of the beginning of the term appointment.
- 2.6. After the process outlined in clauses 2.1 through 2.5 has been completed and in the absence of the need for clause 2.6, a Principal vacancy will exist in a school. The Superintendent and/or other senior District staff will normally request input from staff (CUPE, PVPA, CDTA) and the PAC of the school and discuss any specific concerns or priorities that the staff or PAC may have in regard to the vacant Principal position. For vacancies at senior secondary, students may also be involved in the consultation.
- 2.7. Once any reassignment of current principals has taken place, the remaining vacancies will be advertised. Principalship competitions will be normally open to internal and

external candidates. Principal appointments will be to the District with initial assignment indicated (e.g., the District is searching for a secondary school Principal with the initial assignment being the XYZ Secondary School).

- 2.8. Selection process timeline will be included in the posting information to inform applicants of approximate dates for short-listing, interviews and final decision.
  - 2.8.1. The Director of Human Resources will coordinate the process and provide guidelines to the selection committee members regarding such issues as confidentiality, conflict of interest, thoroughness, and objectivity.
- 2.9. Selection committee members will attend a meeting where they will be asked to confidentially review materials from qualified applicants in order to develop a long list and short-list of appropriate candidates. The Superintendent will determine a shortlist of candidates following a review of feedback from the selection committee and the results of reference checks completed by senior District staff.
  - 2.9.1. The long-listing and short-listing process will be conducted as thoroughly and as efficiently as possible. The process may require as long as three (3) to four (4) weeks.
- 2.10. Shortlisted candidates will be notified by the Director of Human Resources in a timely manner regarding the interview time and processes.
- 2.11. On interview day, candidates will be interviewed by a selection committee as determined by the Superintendent.. The Director of Human Resources will coordinate and attend the interviews.
  - 2.11.1. The selection committee will act as the Interview Panel. The Director of Human Resources will coordinate the proceedings. At the end of the interviews, the representatives if on the panel, from DPAC, CVSAA, CDTA and CUPE will provide feedback (observations, strengths, challenges, and the most important thing to consider in the final decision making process from their perspective) to senior District staff, and then will leave the meeting.
  - 2.11.2. Senior District staff will consider the feedback provided by parent/employee groups and all available information on each candidate, and make a decision on the successful applicant to be recommended to the board for final approval at the next in-camera meeting of the board.
- 2.12. The successful candidate will be offered the principalship as advertised. All other candidates will then be informed of the decision and provided the opportunity to receive feedback on their application from the Superintendent or other senior District staff.
- 2.13. The Director of Human Resources will inform the selection committee of the decision on the successful applicant in the competition and then will send an email announcement to all staff in the District with a copy to the president/chair of CVSAA, CDTA, CUPE and DPAC on the result of the competition.

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

Adopted: January 30, 2007  
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