

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**300.1  
ADMINISTRATIVE REGULATION  
Leadership Appointments and Assignments**

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**Principals and Vice Principals**

All vacant school or district-based Principal and Vice Principal positions shall be filled through an open competition or by the assignment of existing Board appointed Principals and Vice Principals.

**Pre-Selection Consultation**

Where there are known vacancies, consultation with the appropriate parent representatives and district employee groups will be undertaken by the Superintendent or designate and the liaison Trustee to determine specific school characteristics and needs prior to any assignment or appointment. Where there are re-assignments as a result of filling known vacancies, the appropriate parent representatives and district employee groups will be informed prior to the re-assignments being made public.

In the case of a Vice Principal vacancy, the Principal of the school/s affected will be given the opportunity for consultation and input into the needs of their school and the skill set required to build a strong leadership team.

**Lateral Transfer**

(Principal position to Principal position or Vice Principal position to Vice Principal position)

Principals and Vice Principals are invited annually to complete the Superintendent initiated form regarding their intentions including requests for lateral re-assignment.

When there are known vacancies, the Superintendent shall advertise internally all school-based and district-based vacancies for Expressions of Interest indicating the specific skills and requirements of the position. If a Principal or Vice Principal vacancy arises as a result of a re-assignment, the Superintendent has discretion to assign a Principal or Vice Principal or initiate a new Expression of Interest.

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Cross Refs:

Adopted: January 15, 2008  
Reviewed:  
Revised: December 9, 2014

## **New Candidate Selection Process**

(In District Vice Principals seeking Principal positions and new candidates seeking Principal and Vice Principal positions)

The Superintendent will annually create a pool of candidates to be considered for assignment into vacant positions. The pool will consist of current Vice Principals who have applied to Principal positions and external candidates who have applied to Principal and Vice Principal positions. This posting will be advertised internally and externally and will follow the New Candidate Selection Process.

A complete and thorough process to manage the selection of the successful candidates and for ensuring compliance with due process and legislative requirements will be established. Advertisements will be prepared and posted and the extent of the external advertisement that is necessary will be determined based on the complexity of the position and current job market conditions. The Human Resources Department will be responsible for screening all submitted applications for completeness.

The determination of a short-list for presentation to the selection committee shall be the responsibility of the Superintendent and other individuals as the Superintendent deems appropriate.

The Selection Committee will be chaired by the Director of Human Resources and will consist of two trustees, the Superintendent and/or designate, and one senior staff member as appointed by the Superintendent. This committee will interview short-listed candidates, review detailed reference checks, and provide a recommendation for appointment to the Superintendent.

## **Reporting to the Board**

Where the selected candidate is a new Principal or Vice Principal to the district or an existing Vice Principal who is moving to Principal position, the Superintendent will bring a recommendation with rationale for Board approval at an in-camera meeting.

Where the selected candidate is an existing Board approved Principal or Vice Principal moving laterally, the Superintendent will bring the assignment forward to the Board at an in-camera meeting as information.

In all cases the Superintendent will outline the skills, experience and past performance of the successful candidate.

## **Executive Staff**

The selection process for the Superintendent shall be determined by the Board.

All other senior district level administrative positions including Assistant Superintendent, Secretary-Treasurer, Assistant Secretary-Treasurer and Director

will be advertised internally and externally and will follow a selection process that has been recommended by the Superintendent and approved by the Board. This process will include appropriate input from partner groups.

### **Other Management Positions**

All vacant management positions will be advertised internally and externally. The Selection Committee will consist of the Secretary-Treasurer, or designate, and other management or administrative representatives as appointed by the Superintendent. This committee will be responsible for short-listing candidates, developing interview questions, interviewing short-listed candidates, reviewing detailed reference checks, and providing a recommendation for appointment to the Superintendent.

The Superintendent will bring the appointment forward to the Board as information and will report the rationale for the appointment outlining the skills, experience and past performance of the successful candidate.