
ADMINISTRATIVE PROCEDURE 500 LEADERSHIP APPOINTMENTS AND ASSIGNMENTS

This Administrative Procedure outlines the process for appointment and assignment of District leadership positions and will be exercised in alignment with Policy 530 Leadership Appointments and Assignments.

DEFINITIONS

- Appointment – Candidates are appointed to a leadership position by the Board and the Superintendent in accordance with Policy 530.
- Assignment – The school, department or site placement of the appointed leader. This can include lateral transfer or assignment from the candidate pool.
- Acting – Placement as a temporary backfill in a leadership assignment prior to being appointed.
- Interim – Placement into a leadership assignment on a temporary basis as an existing appointed leader. The reason can include coverage for a leave of absence or other short-term vacancy.
- Lateral transfer – Change in assignment at the same position level. For example, Principal assignment to Principal assignment or Manager assignment to Manager assignment
- Candidate pool – Current Vice Principals who have applied to Principal positions and external candidates who have applied to Principal and Vice Principal positions who will be considered for assignment into vacant positions.

LEADERSHIP APPOINTMENT AND ASSIGNMENT BY POSITION

Principals And Vice Principals

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

a) Pre-Selection Consultation:

Where there are known vacancies, consultation will be undertaken by the Superintendent or designate as needed 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 partner and district employee groups will be informed prior to the re-assignments being made public.

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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.

b) Lateral Transfer:

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 available positions, the Superintendent will 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 as required.

c) New Candidate Selection Process:

The Superintendent will create a pool of candidates as needed to be considered for assignment into vacant positions. This posting will be advertised internally and externally.

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. 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 Assistant Director of Human Resources and will consist of the Superintendent, and senior staff members as required by the Superintendent. This committee will interview short-listed candidates and provide a recommendation for appointment to the Superintendent.

Candidates appointed to the pool, who are not assigned, will remain in the pool for the following school year. If they are not assigned in the second year, the Superintendent or designate will meet with and discuss the appointed candidate's status.

d) Acting Principals and Acting Vice Principals:

In the event of an unexpected short-term vacancy, the Superintendent may appoint an "acting Principal" or "acting Vice-Principal" for the duration of the vacancy without going through a formal appointment or assignment process.

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Management Staff

All vacant management positions will be advertised internally and externally.

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. The Human Resources Department will be responsible for ensuring appropriate selection criteria with feedback from the designate from the hiring department and screening all submitted applications for completeness.

The determination of a short-list for presentation to the selection committee shall be the responsibility of the Assistant Director of Human Resources in consultation with the designate from the hiring department.

The Selection Committee will be chaired by the Assistant Director of Human Resources and consist of the hiring department designate and other management or administrative representatives as required. This committee will interview short-listed candidates and provide a recommendation for appointment to the Superintendent.

Executive

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.

Reporting To The Board

- With regards to the position of Secretary-Treasurer, Assistant Superintendent, Assistant Secretary-Treasurer and Director, the Superintendent will bring the recommendation forward to the Board and will report rationale for the recommended appointment at an in-camera meeting.
- With regards to new Principal / Vice Principal or an existing Vice Principal who is moving to a Principal position, the Superintendent will bring a recommendation with rationale for Board approval at an in-camera meeting.
- With regards to new Management appointments and transfers, the Superintendent will bring the appointment forward to the Board at an in-camera meeting as information.
- With regards to lateral transfers and re-assignments where the selected candidate is an existing Principal / Vice Principal or Manager, the Superintendent will bring the assignment forward to the Board at an in-camera meeting as information.

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