

Title: **Filling Principal and Vice-Principal Vacancies**
Category: **Personnel**
Number: **2100**

I. **Rationale:**

Should a vacancy be likely, the Superintendent shall request the completion of the Principal Profile from the Parent Advisory Committee, the school staff, and from students in secondary schools. The form details the knowledge, skills and experiences desired for their Principal based on the specific needs of the school.

II. **Definition:**

The "Principal Pool" is a group of successful applicants from the selection process. Successful applicants are placed in the Pool for two years at which time, should they not be in a permanent Principal or Vice-Principal position, they may be asked to re-apply for the Pool.

III. **Procedures:**

A. Process for school leadership positions to be filled:

1. Principals and Vice-Principals will be invited to inform the Superintendent of their interest in transferring to potential vacancies. All qualified Principals and Vice-Principals will be considered for the position.
2. Should it be necessary for the needs of the school and the district, available positions will then be filled through the Principal Pool process (defined below).
3. If a vacancy is not filled by internal transfer or from the Principal Pool, the position will be advertised internally and externally.
4. The Superintendent will advise the Board of the anticipated transfers prior to the placement of the Principal or Vice-Principal at the school.

B. Principal Pool Process:

1. The Superintendent or designate will invite qualified applicants to apply for the Principal Pool.
2. The posting will be advertised within the district. Should there be a need for additional applicants, the posting may be advertised externally.
3. A Principal Pool hiring committee will be established including:

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- a) Superintendent (or designate) and Director of Human Resources
 - b) Trustees (2)
 - c) Principals (2 – one elementary, one secondary)
4. Applicants will be shortlisted. Consideration shall be given to the following traits:
- a) Evidence of successful teaching experience
 - b) Evidence of successful educational leadership experience
 - c) Academic preparation/ Postgraduate work
 - d) Other Professional preparation
 - e) Possession of, or eligibility for, a BC teaching certificate.
5. Short listed candidates will be invited to attend an interview process with the Principal Pool Committee.
- a) The Selection Committee shall prepare a set of interview questions. These questions will be asked of all candidates and will form the core of the interview. The interviewers may ask questions for clarification or elaboration.
 - b) All members of the Selection Committee must normally be present for all interviews.
 - c) References will be required. Applicants' current supervisor must be the first reference.
 - d) The Director of Human Resources will notify candidates of their status on the Pool at the conclusion of the process.

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References: Policy 11.11