

Administrative Procedure 401

Last Revised: September 2010

RECRUITMENT AND SELECTION OF SCHOOL ADMINISTRATORS AND SUPERVISORY STAFF

Background

The recruitment and selection of divisional administrative staff must ensure that the administrators hired for the division demonstrate their Catholic faith and follow a lifestyle that is exemplary to students, parents, staff and community, both at schools and in the community, and recognize the uniqueness of every student in the school.

Procedures

These procedures apply to all administrative and supervisory positions in the division with the exception of the Superintendent and the Deputy Superintendent.

1. The Deputy Superintendent will initiate recruitment procedures for vacant positions, complete reference checks and short list candidates to be interviewed.
2. The Superintendent will make the final appointment of administrative and supervisory staff.
3. The basic criteria to be considered in selecting administrative and supervisory staff are as follows:
 - 3.1 Commitment to Catholic education.
 - 3.2 Professional preparation and experience.
 - 3.3 Professional achievement and contribution, including evidence of leadership ability.
 - 3.4 Information provided through verbal and written references.
 - 3.5 Administrative abilities such as decision-making, organizing, planning, communicating, coordinating, managing and evaluating.
 - 3.6 Human relations skills such as the ability to develop positive relations with students, staff, parents, parish, community and others.
4. All school level administrative and supervisory positions will be advertised first internally to ensure that the selection process considers all interested and qualified staff members, and then externally. Consideration may also be given to the transfer of current administrators to a vacant position.

5. In some instances, appointments to vacant school level administrative and supervisory positions may be made by the superintendent without advertisement. These positions will be in an acting capacity for a specified time. Prior to the completion of the specified time, the position will be advertised as per section 4 of this Administrative Procedure.
6. An interview committee will be established to interview a short list of candidates, and will be structured as follows:
 - 6.1 For the position of Associate Principal, the interview committee will consist of the Superintendent, the Deputy Superintendent or designate, the Principal, one teacher representative, and one parent representative.
 - 6.2 For the position of Principal, the interview committee will consist of one Trustee, the Superintendent, Deputy Superintendent or designate, one principal from the division, one teacher representative, and one parent representative.
 - 6.3 For the position of Supervisor, Coordinator and/or Consultant, the interview committee will consist of the Superintendent, Deputy Superintendent or designate, one principal from the division, one teacher representative, and one parent representative.
 - 6.4 For the position of Director, the interview committee will consist of the Superintendent, Deputy Superintendent or designate, the direct supervisor, one principal from the division, one teacher representative, and one parent representative.
 - 6.5 For the position of Secretary-Treasurer and/or Associate/Assistant Superintendent, the interview committee shall consist of two Trustees, the Superintendent, the Deputy Superintendent or designate, one principal from the division, one teacher representative, and one parent representative.
 - 6.6 For the position of Deputy Superintendent, the interview committee shall consist of two Trustees, the Superintendent, the Secretary-Treasurer or designate, one principal from the division, one teacher representative, and one parent representative.
7. All school level administrative appointments will be made to the division and not to a specific school.