

## Administrative Procedure 430

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# RECRUITMENT OF ADMINISTRATIVE AND SUPERVISORY STAFF

### Background

The quality of education received by Division students is directly related to the quality of administrative staff appointed. The Division is committed to the application of a fair and thorough administrator recruitment process.

### Procedures

1. The Superintendent has full authority for the development, implementation, administration, and assessment of employment practices.
2. The Division is committed to hiring Catholic administrators.
3. All administrative and supervisory positions will be simultaneously advertised internally and externally to ensure an open recruitment process and to extend the field of potential candidates.
4. Interview and selection committees will be established by the Superintendent to create and interview a short-list of candidates and make recommendations to the Superintendent. The persons appointed to an interview committee will, in most cases, be as follows:
  - 4.1 Vice-Principal or Assistant Principal: Superintendent, a Division Principal, a teacher.
  - 4.2 Principal and Supervisory Personnel: Superintendent, a Division Principal, a teacher.
  - 4.3 Assistant Superintendent: Superintendent, an instructional program coordinator, a Division Principal.
5. The basic criteria to be considered in selecting administrative and supervisory staff will normally include:
  - 5.1 A pastoral letter of reference showing that the candidate is a practicing Catholic and involved in parish life;
  - 5.2 Five (5) years of successful teaching experience as a certificated teacher.
  - 5.3 Excellent performance on the most recent teacher evaluation report.
  - 5.4 Enrolment in the Graduate Certificate in Catholic School Administration at Newman College, to be completed within five (5) years of appointment as Principal.
  - 5.5 Notwithstanding 5.5, candidates who have completed or are enrolled in a Master of Education Program are required to complete two (2) courses from the Newman College Program at the discretion of the Superintendent.

- 5.6 Demonstrated evidence of leadership and administrative ability.
  - 5.7 Demonstrated human relations skills, including the ability to develop positive relations with students, staff, School Councils, parents and others.
  - 5.8 Verbal and written references.
6. All school-level administrative appointments shall be appointments to the Division and not to a specific school.
  7. All initial administrative appointments are for a one (1) year probationary term terminable on 30 days notice.
  8. After a successful probationary term:
    - 8.1 A Principal may be appointed for up to a three (3) year term.
    - 8.2 Term contracts may be renewed, at the Superintendent's discretion, based on satisfactory performance evaluation.
    - 8.3 A Principal's term appointment shall not exceed three (3) years.
    - 8.4 School-level administrative appointments will not extend beyond a maximum of seven (7) years at any one (1) school unless circumstances warrant an extension.
  9. Transfers of existing administrators may occur at any time even if no vacant position is being advertised.
  10. The Superintendent will make final appointment decisions and send out letters of appointment.

Reference: Section 52, 53, 197, 202, 203, 204, 222, 225 Education Act