

PRINCIPAL/VICE-PRINCIPAL SELECTION

Seven Oaks School Division values a collaborative, consultative model of educational decision making. Active participation by those who will be affected is encouraged in the decision making process. It is the Division's aim to establish a responsive orientation to identified needs.

Seven Oaks School Division considers each school as a unique entity. Each school has specific needs relative to students, parent community, teaching staff and program. Effective leadership at school level will consider and address the unique interrelationship of these variables.

Seven Oaks School Division considers principals and vice-principals as educational leaders, both in the Division as well as in individual schools. The selection process for principals and vice-principals must take into account the global perspective of leadership in the Division and the specific needs of each administrative opening. In order to do so in a fair and equitable manner, criteria for positions must be established, bulletins must be issued, applicants must be screened, short listed and interviewed, final selection must be made, all in an open, informed manner. Stakeholder input into the selection process is desirable. It is also desirable that honest feedback be provided to unsuccessful applicants.

A. CRITERIA FOR PRINCIPAL AND VICE-PRINCIPAL SELECTION

1. Minimum Qualifications

valid teaching certificate
Bachelor's Degree
7 years teaching experience
teaching experience at more than one level

2. General Criteria

Prospective administrators must show evidence of leadership in the following areas:

- i) **Personal professional development.**
Such development must be current and ongoing. Examples include academic study, and/or involvement in professional activities such as workshops, conferences, etc. Currency in the literature is also evidence of professional development.

2. General Criteria

ii) **Professional contributions.**

Examples include demonstrated involvement in research and committee work, and leadership in school and Division professional development activities.

iii) **Educational Philosophy.**

It is expected that administrators will have developed a sound educational philosophy and will be able to articulate it both in writing and orally. As well they should be able to give evidence of action consistent with stated philosophy.

iv) **Leadership Style.**

It is expected that administrators will have given thought to their style of leadership and will be able to articulate it both in writing and orally. As well they should be able to give evidence of action consistent with stated leadership style.

3. Specific Criteria

These criteria will reflect the characteristics the principal of a particular school should possess. Data for consideration in establishing these criteria will be gathered through input from trustees, superintendents, teachers and parents of the school in question.

Parental input will be solicited through consultative meetings. Trustees who serve on the screening and selection committees will be invited to attend. Publicity for such meetings will be made by direct contact with each home, i.e. telephone or mail. Parents will also be encouraged to express their opinions in written comments.

The responsibility for establishing specific criteria rests with the Assistant Superintendent - Personnel.

B. BULLETINING FOR THE POSITION

- 1) Scope - The Assistant Superintendent-Personnel, in consultation with the Board of Trustees and the Superintendents' Department shall decide whether the position shall be bulletined externally as well as internally. While it is recognized that an external appointment introduces new perspectives to the Division, every effort shall be made to ensure that the majority of appointments are internal. Personnel bulletins shall state clearly the scope of the competition.
- 2) Nature - Bulletins shall clearly state the nature of the position and shall include a brief description of the school, including specific criteria for the position as defined. Applicants shall be required to submit written statements of educational philosophy, leadership style, resumè and three references. Closing date for competitions shall be clearly stated in the bulletin.

C. SCREENING AND SHORT LISTING

Applications shall be reviewed by a screening committee comprised of:

- one teacher from the designated school
- one teacher nominated by SOTA
- one principal (the building principal if the search is for a vice-principal) nominated by SOASA
- the Assistant Superintendent - Personnel (Chair)
- two Trustees

References for all external candidates under consideration shall be checked by the screening committee. The screening committee may, at its discretion, check references of internal candidates.

The screening committee may, at its discretion, conduct preliminary interviews to assist in establishing a short list of candidates for the selection committee.

D. SELECTION

A selection committee comprised of the Superintendents' Team* and two trustees from the screening committee shall conduct further in depth reference checks and interviews of all candidates short listed. The selection committee shall list the top two candidates and shall recommend one candidate for appointment to the Board of Trustees.

(*When the position vacant is that of vice-principal, the principal of the school shall be

included on the selection committee.)

E. APPOINTMENT

The Superintendent will report the results of the selection process to the Board of Trustees. Such a report will include information on all applicants, detailed final interview reports, and the recommendation for appointment with supporting documentation.

The Board of Trustees shall make the appointment.

FEEDBACK

It is important that the selection process be conducted in an open manner with constraints of confidentiality for candidates involved taken into consideration.

Therefore, upon completion of the process, information such as the following shall be made public:

- number of applicants
- number short listed
- number interviewed

Gender shall be indicated in all cases, as well as denotation of internal/external if applicable. As well interview format and questions shall be made public.

Candidates shall be kept updated on the status of their application at each step in the process. Specific feedback information shall be available to candidates by the Assistant Superintendent - Personnel upon request.

PUBLICITY

This policy shall be brought to the attention of all teachers in the Division by publication and circulation.

POLICY REVIEW

This policy shall be reviewed two years after date of approval.