

SCHOOL DISTRICT 82 (COAST MOUNTAINS)

Personnel

Date Amended: June 7, 2006

Date Approved: Nov. 1997

3200: Selection and Appointment of Principals, Vice Principals and Exempt Staff

Policy

The Board appreciates the importance of the role of principals, vice principals and exempt staff, and the Board's purpose is to secure the services of the individuals most suited to the position. A vacancy may be filled through the "post and fill" process or directly by Board appointment. In the "post and fill" process the position will be advertised, candidates will be short-listed, and then interviewed.

All appointments require the approval of two thirds of the Board.

Regulations – Principals and Vice Principals

1. Principal and vice principal vacancies shall be filled by one of the following processes:
 - a) Internal Posting - Vacancies shall be posted for five working days to the Internal Principal/Vice Principal List
 - b) Board-Initiated Transfer - The Superintendent of Schools to recommend transfer of a principal or vice principals consistent with District needs and goals.
 - c) Application for Transfer Request - A principal or vice principal may request a transfer to another assignment. This may generate an internal competition. The Superintendent of Schools to recommend the successful candidate.
 - i) **Note:** Appeal Process. Principals and vice principals may appeal a proposed transfer to a committee comprised of the Superintendent of Schools, one other senior administrator and a trustee.
 - d) If the position remains unfilled, the vacancy shall be posted for seven working days as a Regular District and External Posting. Postings will be sent to all schools for display on staffroom bulletin

boards. As well, the position(s) may be advertised on the Education Canada website.

2. Interview panels for principal and vice principal candidates shall include a parent from the School Planning Council (or Parent Advisory Council), a teacher and a CUPE member selected by staff of the respective school, a principal or vice principal selected by the Coast Mountains Administrators Association, a trustee, the Director of Human Resources or designate, and the Superintendent of Schools, or designate.
3. All principals and vice principals must possess at least one degree related to their field of work from an accredited post secondary institution. Principals and vice principals must have a Master Degree in Education, be working on their Master Degree, or begin a Master Degree program within one year of their appointment.

Regulations –Exempt Staff

1. Shortlisted candidates for Exempt Staff positions shall be interviewed by the Board of Trustees, the Superintendent of Schools and others as approved by the Board. Candidates for Superintendent of Schools shall be interviewed by the Board of Trustees and others as approved by the Board.
2. Directors of Instruction, Assistant Superintendents and the Superintendent of Schools must have a Master of Education degree.
3. The Director of Human Resources must have a degree in Education or in a field related to the appointment
4. The Accountant and Assistant Secretary Treasurer must have, or be working towards, a CGA (Certified General Accountant), CMA (Certified Management Accountant) or a CA (Chartered Accountant) degree.
5. The Secretary Treasurer must have a CA (Chartered Accountant), CGA (Certified General Accountant) or CMA (Certified Management Accountant) degree.
6. The Board, upon recommendation of the Superintendent of Schools or the Secretary Treasurer, may, by a two thirds majority, vary the above qualification requirements.