



SELECTION AND APPOINTMENT OF SCHOOL PRINCIPALS AND ASSISTANT PRINCIPALS

When a specific Principal or Assistant Principal position becomes available, the Superintendent, or designate, will fill the vacancy either by transferring an existing administrator into the position or by posting the position for internal and external candidate application.

Transfer of Existing Administrator

In accordance with the Collective Agreement between the division and the STA (Sunrise Teachers' Association), administrators can be transferred to different positions at the initiative of the administrator or the division. The Superintendent, or designate, will endeavor to consider the annual transfer requests from administrators, as well as the gathered input from interested stakeholders, to help determine appropriate leadership placements for schools in the division. All transfers will be discussed with the Board of Trustees prior to a recommendation being brought forward. Final approval for all school administration placements (excluding temporary placements) is determined by the Sunrise Board of Trustees.

Communication with administrators, school staff, and school communities with regards to an internal transfer is the responsibility of the Superintendent, or designate, and will be done in consultation with the transferred administrator(s) and affected school site(s).

Posting for Internal and External Candidate Application

The posting for a Principal or Assistant Principal position shall include criteria in the areas of: educational qualifications, experiential qualifications, personal disposition, professional attributes, and particular skills required for the specific school site. Advertisement of the position may be posted both internally and externally.

Shortlisting of Applicants

The shortlisting of applicants will be done by the Superintendent, or designate, in consultation with the members of the Senior Administration team. In the case of an Assistant Principal position, the Principal of the school will also be consulted in order to shortlist the applicants. Applicants will be shortlisted by meeting the criteria of the posting and by meeting the identified current and potential leadership needs of the school with the vacancy. Applicants who have been shortlisted will become candidates for the interview process.



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Interview and Selection Process

Principal: the Superintendent, or designate, will seek a consultative selection team with representation from Senior Administration and the Board of Trustees.

Assistant Principal: the Superintendent, or designate, will seek a consultative selection team consisting of appropriate representation from Senior Administration as well as the Principal of the school.

The selection team will consider input from interested stakeholders in order to create/craft interview questions, tools with which they may assess interview responses, and criteria for selecting the successful candidate for the position. The selection team will conduct interviews with at minimum of two qualified candidates. The Superintendent, or designate, will be responsible for preparing materials and for conducting the interview process with candidates. Interview questions, interview notes taken on candidate responses, and candidate resumés will be kept on file by the Superintendent, or designate, at the conclusion of the interview process. The selection team will endeavor to reach a consensus decision regarding the successful candidate to be recommended for the position. The Superintendent, or designate, will complete reference checks and will make a final recommendation to the Sunrise Board of Trustees for approval.

Appointment of Principal or Assistant Principal

The Superintendent, or designate, will present the recommendation to the Board of Trustees in a confidential personnel report. Upon approval, the Superintendent, or designate, will contact the selected candidate to ascertain acceptance or non-acceptance. Communication with divisional staff and communities with regards to the selected candidate is the responsibility of the Superintendent, or designate, and will be done in consultation with the new administrator(s) and affected school site(s).

Cross Reference:		
Date Adopted: November 24, 2017	Date Amended:	Board Motion(s):