

# SCHOOL ADMINISTRATOR RECRUITING/HIRING

## Background

Administrators best qualified to maintain the District's high standards shall be selected in a fair and equitable manner.

## Procedures

### 1. Advertising of Positions

All positions will be advertised. As a general rule, there will be a minimum of two weeks' notice from the date of advertisement to the deadline for applications.

### 2. The Short-Listing/Interview Committee

#### 2.1. Function of the Short-listing/Interview Committee

2.1.1. The committee will be chaired by the Associate Superintendent, Employee Services or a Director who, at the time of the short-listing, will review with the committee the qualifications for the position, the approximate number of openings, the number of individuals to be interviewed, the process to be followed in examining the supporting material submitted by the candidates, and the interviewing procedures.

#### 2.2. Short-listing Procedures

2.2.1. The committee will seek to select for interview those candidates who appear to meet most completely the essential and desirable qualifications.

2.2.1.1. In the review of supporting data and the vitae of the applicants, it will become evident that some individuals need to increase the scope of their experience, update their knowledge, acquire more expertise, and exercise a more visible leadership role if they are to be considered for the position. To the extent possible, this information will be discussed with internal applicants once they have been advised that they will not be interviewed.

2.2.1.2. Those to be interviewed will be contacted by phone and given a date for the interviews which will be followed up by an email confirming the details.

2.2.1.3. Internal candidates who are not selected will be invited to contact the Chair of the Committee (Associate Superintendent or Director) if they want more specific information about their candidacy.

2.2.2. Successful and unsuccessful in-District candidates will be informed promptly of the short-listing decision.

## 2.3. Interviewing Procedures

- 2.3.1. Prior to the interview being held, the members of the committee will agree on questions that they will ask the candidates. Each candidate will be asked the same basic questions but with flexibility in follow-up questions.
- 2.3.2. Members of the Interview Committee will be provided an opportunity to review the application documentation of each candidate to be interviewed, in advance of the interviews.
- 2.3.3. Members of the Interview Committee will sign a confidentiality agreement prior to reviewing candidate documentation and prior to interviews taking place.
- 2.3.4. On the basis of the responses of the candidates to questions put to them and the supporting information that they have provided, the committee members will seek to select those individuals who most fully meet the criteria. Areas of strength and weakness will be identified in the review of each candidate, and these will be noted for later discussion with individuals who are not recommended.
- 2.3.5. The committee will endeavour to do its work by consensus but, if this cannot be achieved, the majority opinion will be recorded. A minority report may be submitted by any of the participants on the Interviewing Committee. It is important to understand that the Interviewing Committee merely recommends individuals for positions. The recommended individuals will be brought to the Senior Management Team for approval.

## 2.4. Notification of Candidates

- 2.4.1. Once the Senior Management Team has made their decision, the successful candidates will be informed by telephone. Unsuccessful candidates will also be contacted.

Those who were not recommended can arrange a time for feedback with the Chair of the Committee.

## 3. Composition of the Short-Listing/Interview Committee

### 3.1. For School-Based Positions (Principal, Vice-Principal)

VTF (VESTA or VSTA)

VEPVPA or VASSA

Senior and or District Management

Reference: Sections 17, 8.4, 20, 22, 65, 85 School Act  
Teachers' Act  
School Regulation 265/89  
Collective Agreement

Adopted: December 5, 1977

Revised: January 23, 1978; January 22, 1979; September 7, 1979; September 17, 1979; January 29, 1982;  
November 29, 1982; November 1985; January 1989; August 1, 1990; September 1994; January 1999;  
September 24, 2018; October 16, 2019