

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

REGULATION SERIES 300 - ADMINISTRATION

R 302 PRINCIPAL/VICE-PRINCIPAL PERSONNEL

R 302.4 Standard Practice for Principal/Vice-Principal Recruitment

The Superintendent will recommend to the Board a process to fill each individual Principal/Vice-Principal vacancy, using the following standard procedure as a guide. Opportunities to expand consultation will be considered by the Superintendent as individual processes are recommended to the Board.

Principal/Vice-Principal vacancies follow a standard procedure for filling.

1. Vacancies are determined.
2. Principal/Vice-Principal are asked if they are interested in transfers
3. Transfers may be taken to Board for consideration at this time.
4. Unfilled vacancies are advertised locally and may be advertised provincially and nationally.
5. A long list of candidates is determined by the Superintendent. The criteria for long listing include:
 - B.C. teaching certificate (or eligibility for)
 - Masters degree in education, or equivalent (desirable, not essential)
 - Successful teaching experience
 - Successful Principal/Vice-Principal experience and/or successful educational leadership experience.
6. At least 3 references are checked for each candidate by the Superintendent or designate.
7. A short list of candidates is determined by the Superintendent who may consult with the Secretary-Treasurer (and principals in the case of vice principals). The criteria for short listing include, but are not limited to:
 - Confirmation from references that the long list candidate has demonstrated the desirable characteristics of an administrative candidate.
 - Confirmation from references that the long list candidate has indeed demonstrated successful teaching experience and principal/vice-principal experience and/or educational leadership experience.
8. Short listed candidates may be invited to attend an interview process with School District 48 – Sea to Sky.

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9. The Superintendent will identify candidates to undergo a formal interview with the Board. The Board may invite representatives from other groups including, District Parent Advisory Council, Sea to Sky Teachers' Association, Canadian Union of Public Employees Local 779 and/or the Sea to Sky Principals' Vice-Principals' Association, to participate in the interview.
10. The Superintendent of Schools will make a recommendation to the Board for candidates to fill a Principal or Vice-Principal vacancy in the District. The Superintendent will make a recommendation to the Board on the assignment of candidates to a specific Principal/Vice-Principal positions in the district. In addition, transfers may be taken to the Board by the Superintendent for consideration at this time as well.
11. Principals and Vice-Principals are hired to the district and initially assigned to a school.
12. All information about candidates is confidential. The Board makes a press announcement following confirmation from the candidate of acceptance of the position. Partners are reminded that involvement in the process means acceptance and respect of the principles of confidentiality and the Boards' management right to ultimately decide whom to hire. Breach of these principles may result in elimination of an individual or group from the process.