



**RECRUITMENT AND SELECTION OF
PRINCIPALS AND VICE-PRINCIPALS
POLICY**

- 1.1 The Halifax Regional School Board is committed to recruiting and selecting the best qualified candidates for employment, including positions of school leadership within the system.
- 1.2 Appointments to positions of principal and vice-principal will follow a rigorous, fair and transparent selection process intended to identify and highlight specific leadership skills, knowledge, attitudes and experience.
- 1.3 The Board authorizes the Superintendent to provide for appointments to positions of school leadership of persons not available from the list of eligible candidates when, in the opinion of the Superintendent, circumstances warrant.
- 1.4 All processes associated with the recruitment and selection to positions of school leadership will be free of bias and outcomes will reflect the diversity of communities.
- 1.5 Candidates for positions of school leadership shall be exemplary teachers and shall demonstrate competency related to school leadership before they will be considered for positions of school leadership.
- 1.6 The Superintendent, from time to time, will outline additional and/or special qualifications for candidates to positions of school leadership.
- 1.7 The Superintendent will develop and issue procedures in support of this policy.

**RECRUITMENT, IDENTIFICATION AND SELECTION OF
PRINCIPALS AND VICE-PRINCIPALS**

PROCEDURES

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1.0 Process

- 1.1 Operational responsibility for the transfer, promotion and appointment of staff to positions of school leadership will fall within the duties and responsibility of the Director – School Administration.
- 1.2 The recruitment and selection process shall support the Board’s commitment to diversity management.
- 1.3 Approval of transfers, promotions and appointments to positions of school leadership will be given by the Superintendent upon the recommendation of the Director – School Administration.
- 1.4 All candidates for selection to positions of school leadership shall meet the requirements established by the Superintendent.

2.0 Eligibility

- 2.1 The Superintendent will establish criteria for candidates seeking school leadership positions.
 - 2.1.1 Candidates for positions of school leadership shall be exemplary teachers and demonstrate competency related to school leadership.
 - 2.1.2 Positions of school leadership will normally be appointed from the eligibility pools.

- 2.1.3 The Superintendent may authorize an appointment to a school leadership position outside the eligibility pool when circumstances warrant.
- 2.2 The Superintendent will develop eligibility pools for positions of vice-principal and principal.
 - 2.2.1 Candidates for vice-principal positions seeking to be part of the eligibility pool must be enrolled in or have a Masters degree in a related discipline.
 - 2.2.2 Vice-principal candidates must participate in the Leadership Development Program as established by the Superintendent.
 - 2.2.3 Candidates for principal positions seeking to be part of the eligibility pools must have a Masters degree in a related discipline and must participate in professional development provided by the Board.
 - 2.2.4 Annually, qualified staff will be invited to apply for admission to the eligibility pool. The Director – School Administration will develop and promote the application process.
- 2.3 Qualified candidates seeking positions of leadership must be interviewed by a Selection Committee in order to be placed in the eligibility pool.
 - 2.3.1 The Selection Committee will consist of, but not be limited to, a School Advisory Council member and a member of the School Administration department. Every effort will be made to have the committee reflect the diversity of our community.
 - 2.3.2 The Superintendent may establish more than one Selection Committee at any one time as circumstances warrant.
- 2.4 Upon the recommendation of the Selection Committee, the Superintendent will review and approve school administrative leadership candidates as eligible for possible promotion to positions of school leadership and add their names to the appropriate eligibility pool.
- 2.5 Following the interview by the Selection Committee, candidates, if they request, will be provided with a debriefing and feedback. .

3.0 Role of School Advisory Council

- 3.1 School Advisory Councils have an important role to play respecting the selection process for positions of school leadership.

- 3.2 In addition to membership on Selection Committees of the Board, School Advisory Councils will be encouraged to provide information on the profile and unique characteristics of individual schools.
- 3.3 When a principal vacancy occurs at an individual school, the School Advisory Council will be consulted by the School Administration Supervisor to receive any additional advice about leadership requirements at the school and any other unique characteristics of the school community that should be considered in the appointment of the successful candidate.

4.0 Professional Development

- 4.1 The Board will provide appropriate resources to support the professional development of staff eligible for promotion to positions of school leadership.
- 4.2 The Board will provide appropriate resources to support the on-going professional development of current school administrators to ensure continuous growth and development in the role of school administrator.
- 4.3 School Administrators will provide on-going support, training and growth opportunities for staff eligible for promotion to positions of school leadership.
- 4.4 Candidates for school leadership positions will actively participate in various professional development programs established by the Superintendent for the purpose of improving the skills, knowledge and ability of candidates.

5.0 Posting and Appointments

- 5.1 Prior to the appointment of staff to known vacancies within the system, the positions will be posted for the information and consideration of qualified staff.
- 5.2 The Director – School Administration will prepare recommendations for the Superintendent on all transfers, promotions and appointments to positions of school leadership within the system, as and when required.
 - 5.2.1 Prior to the preparation of recommendations for the Superintendent, the Director – School Administration will ensure that appropriate consultation has occurred with the School Advisory Council.

5.2.2 The operational objective that must guide the recommendations of the Director – School Administration would be to provide for the most appropriate match between the requirements of the school and the strength and leadership profile of the qualified staff.

5.3 In the event that a vacancy occurs due to unforeseen circumstances, the Superintendent may appoint an *acting* status for the assigned staff, upon recommendation of the Director – School Administration.

5.4 Subsequent to the Superintendent’s review and approval of the transfer and promotion report, the Director – School Administration will advise the successful candidates and then provide for notice to the system.

6.0 Term of Appointment

6.1 In general, principals will be appointed to a particular school for a period of 5 years before consideration is given to transfer or re-assignment to other duties within the Board.

6.2 In general, vice-principals will be appointed to a particular school for a period of 3 years before consideration is given to transfer or re-assignment to other duties within the Board.

6.3 Changes to the term of an assignment to a particular school for principals and vice-principals will be considered by the Superintendent where circumstances warrant, upon the recommendation of the Director – School Administration.

6.4 Newly appointed principals and vice-principals will be considered on probation for a period of one year from the date of the commencement of the assignment.