



Administrative Regulations

PERSONNEL

5670

PROCEDURE FOR FILLING PRINCIPAL AND VICE-PRINCIPAL VACANCIES

1. The Superintendent of Schools shall decide if a vacancy is to be filled through an open competition or through the reassignment of existing personnel.
2. The Superintendent shall require an annual review of the Principal Profile from the Parent Advisory Group, the professional and support staff and student council from the schools, detailing the qualities and characteristics desired in their administrator based on the specific needs of the school.
3. For positions to be filled through reassignment of existing personnel:
 - (a) Principals and Vice-Principals will be invited to inform the Superintendent of their interest in transferring to the potential vacancies.
 - (b) The Superintendent will advise the Board of the anticipated transfers by the March meeting. The transfers will be endorsed after full consultation with the board at the April meeting.
4. If a vacancy is not filled by internal transfer, the position will be advertised externally (internal applications will be welcome).
 - (a) The Superintendent and or designate will prepare a short list of applicants. Due consideration shall be given to the following:
 - i) Academic preparation
 - ii) Professional preparation
 - iii) Successful teaching experience
 - iv) Successful administrative or educational leadership experience
 - v) Have or be eligible for a BC teaching certificate.
 - (b) Short listed candidates are invited to attend an interview process.

Inside Applicants	Outside Candidates
<ul style="list-style-type: none"> ▪ All qualified inside candidates will be given a short (30 minute) interview. 	<ul style="list-style-type: none"> ▪ Reference checking and candidates placed on a shortlist for a long interview.
<ul style="list-style-type: none"> ▪ Any inside candidates selected for the shortlist will be notified and invited to a long interview. 	<ul style="list-style-type: none"> ▪ Applicants not shortlisted: letter thanking him/her for his/her interest.
<ul style="list-style-type: none"> ▪ Applicants not shortlisted: letter thanking him/her for his/her interest. 	

Date adopted: June 10, 2008
Revised:

Reference: Policies 2.10 and 4.3.6

Supt. Signature:



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- (c) The Selection Committee will be comprised of:
 - The Board of Education
 - The Superintendent and or designate
 - (d) The Selection Committee shall prepare a set of interview questions taking into account the information obtained from Item No. 2. These questions will be asked of all candidates and will form the core of the interview.
 - (e) Members of the Selection Committee must be present for all interviews.
 - (f) Notwithstanding Section E, the Superintendent or designate may make a recommendation to the Board of Education.
 - (g) The Superintendent will notify the successful candidate.
5. Individuals who find themselves in a conflict of interest shall remove themselves at the outset of the process.

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Revised:

Reference: Policies 2.10 and 4.3.6

Supt. Signature:

A handwritten signature in cursive script, appearing to read "Deborah Palmer".