

RECRUITMENT AND APPOINTMENT OF DISTRICT AND SCHOOL-BASED PRINCIPALS AND VICE-PRINCIPALS

The Board is committed to a process of recruitment and appointment of Principals and Vice-Principals that identifies, appoints and retains the best-qualified administrative personnel available. The Superintendent, under the general direction of the Board, has responsibility for organization, administration, and supervision of all programs and staff, and for the operation of all District schools.

Recruitment:

The Superintendent is responsible for developing specific recruitment and selection procedures and providing oversight to the process.

Appointment:

Successful Principal and Vice-Principal candidates are appointed to the Administrative Pool for subsequent assignment to a particular school or district position. The Superintendent may appoint an “Acting” Principal or Vice-Principal from outside of the pool when an unexpected or short-term vacancy arises.

Assignment:

The placement of appointed Principals and Vice-Principals to a particular school or school district position.

Specifically:

District and School-Based Principal and Vice-Principal Recruitment and Appointment

1. The Superintendent has full authority to recruit and appoint staff for District Principal and Vice-Principal positions as well as school-based Principal and Vice-Principal positions.
2. The Superintendent or designate will initiate the recruitment process for Principals and Vice-Principals as required.
3. The Superintendent will invite the participation of representatives in the recruitment process.
4. The Superintendent and selected members of the District Leadership Team and representatives shall constitute the Interview team.

Guiding Principles for the Recruitment and Appointment of District and School-Based Administrators

1. A selection panel will be established and will include members of the DLT per the Superintendent's discretion, and one representative from each of the CPVPA, CTA and CUPE.
2. The selection panel will participate in the short-listing process once Human Resources has long-listed the candidates. The Superintendent has full authority to determine the final short-list.
3. Short-listed candidates will be interviewed by the selection panel and all panel members will have input into the final decision.
4. After preliminary discussion of the entire panel, DLT members will meet independently to recommend the final decision(s) to the Superintendent.
5. The Board of Education will receive a report appointing the successful candidates to the Administrative Pool.
6. Successful candidates will be notified by the Superintendent or designate in a timely fashion following the Superintendent's notification to the Board of administrative placements.
7. Appointed candidates will be considered for assignment in Principal or Vice-Principals positions in the district for a period of up to two years. If an assignment is not found for the candidate during that period of time, the candidate may reapply to the Administrative Pool in the future.

Legal Reference: Sections 15, 19, 20, 21, 22, 23, 24, 85, School Act
School District No. 43 (Coquitlam) and The Coquitlam Teachers' Association Collective Agreement Article E.23

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