2110: APPOINTMENT TO ADMINISTRATIVE POSITIONS (AP)

Approved: 88 11 01
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POLICY

The Board of Education believes that the quality of educational and administrative leadership is critical to the success of the District. It is the intent of the Board to recruit and to assign only the most competent individuals to administrative positions within the District.

The Board believes that, wherever practical, representatives of the employees who will be supervised by the administrator being recruited, should have opportunity for input into the selection of the successful candidate.

The selection process will be governed by the following Administrative Procedures.

ADMINISTRATIVE PROCEDURES

The following procedures will be followed during the selection process of administrative personnel.

1.0 GENERAL GUIDELINES

1.1 For the positions of Superintendent of Schools/CEO and Secretary-Treasurer, the Board of Education, in consultation with the Superintendent, will determine the extent to which the position will be advertised.

1.2 For other excluded, exempt and school-based administrative positions, the Superintendent of Schools/CEO, in consultation with the Board of Education, will determine the extent to which the position will be advertised.

1.3 "Short-listing" committees will attempt to operate by consensus. In the absence of consensus, the Superintendent or designates decision will be final except in the short-listing of candidates for Superintendent of Schools/CEO where the trustees' decision will be final.

1.4 Each member of the Interview Committee will have the opportunity to discuss the suitability of the candidates and to indicate preference.

1.5 Trustees are the only voting members of the Interview Committee and will recommend a candidate to the Board for appointment.

1.7 The decision of the Board is final in all administrative appointments.

2.0 SELECTION OF SUPERINTENDENT OF SCHOOLS/CEO

2.1 The Board of Education will determine the necessary qualifications and the extent of advertising.

2.2 The Board will name a "short-listing" committee comprised of:

i) not less than three trustees
ii) Superintendent of Schools (optional)
iii) not less than two of Assistant Superintendent and Directors of Instruction and Secretary-Treasurer;
iv) one representative of the PVPA
v) one representative of the ADTU
vi) one representative of CUPE
vii) one First Nations representative
viii) one representative of DPAC

2.3 The Superintendent will arrange, where practical, a social evening to permit trustees and other senior administrative staff to informally meet the short-listed candidates prior to the formal interview process.

2.4 The Interview Committee will be comprised as follows:

i) preferably all trustees, but at least six, one of whom will act as Chairman;
ii) not less than two of Assistant Superintendent and Directors of Instruction;
iii) Secretary-Treasurer or designate;
iv) one representative of the PVPA;
v) one representative of the ADTU
vi) one representative of CUPE 727
vii) one First Nations representative
viii) one representative of DPAC

3.0 SELECTION OF SENIOR ADMINISTRATIVE STAFF ~~– Including:~~

- Secretary-Treasurer
- Assistant Superintendent of Schools
- Director of Instruction

3.1 The Superintendent will determine the necessary qualifications and the extent of advertising.

3.2 The Superintendent will name a "short-listing" committee minimally comprised of:

i) one trustee;
ii) Superintendent of Schools;
iii) two of Assistant Superintendent, Directors of Instruction and Secretary-treasurer;
iv) one representative of the PVPA
v) representative of the ADTU and/or CUPE 727 whichever is applicable.
vi) one First Nations representative

3.3 The Interview Committee will be minimally comprised of

i) not less than four trustees, one of whom will act as Chairman;
ii) Superintendent of Schools or designate;
iii) not less than two of Assistant Superintendent and Directors of Instruction and Secretary-Treasurer;
iv) one representative of the Administrative Officers;
v) representative of the ADTU and/or CUPE 727 whichever is applicable.
vi) one First Nations representative

4.0 SELECTION OF DISTRICT ADMINISTRATIVE STAFF

- Director of Operations
- Assistant Secretary-Treasurer
- Controller
- Administrative Assistants

4.1 The Superintendent or designate will determine the necessary qualifications and the extent of advertising.

4.2 The Superintendent or designate will name a "short-listing" committee minimally comprised of:

i) Superintendent of Schools or designate;
ii) two of Assistant Superintendent, Directors of Instruction and Secretary-Treasurer;
iii) representative of the ADTU and/or CUPE 727 whichever is applicable.

4.3 The Interview Committee will be minimally comprised of:

i) Superintendent or designate who will act as Chairman;
ii) not less than two trustees;
iii) not less than two of two of Assistant Superintendent, Directors of Instruction, Secretary-Treasurer;

iv) one representative of the PVPA
v) representative of the ADTU and/or CUPE 727 whichever is applicable.

5.0 SELECTION OF PRINCIPALS AND VICE PRINCIPALS - Including:

- District Principal
- Principals
- Vice Principals

5.1 The Superintendent or designate, in consultation with the school staff involved, will determine the qualifications and the extent of advertising.

5.2 The Superintendent or designate will name a "short-listing" committee comprised of:

i) Superintendent of Schools or designate;
ii) two of Assistant Superintendent or Directors of Instruction;
iii) one representative of the PVPA;
iv) one representative of the Staff Committee;
v) representative of the ADTU and/or CUPE
vi) one First Nations representative
vii) one representative of DPAC/PAC as appropriate

5.2 The Interview Committee will be comprised of:

i) not less than four trustees, one of whom will act as Chairman;
ii) Superintendent of Schools;
iii) not less than two of Assistant Superintendent and Directors of Instruction and Secretary-Treasurer;
iv) one representative of the PVPA;
v) one representative of the ADTU.
vi) one First Nations representative
vii) one representative of DPAC/PAC as appropriate

If a new administrative position is introduced, it will be placed under either Section 3.0 or 4.0 and filled accordingly.