

Policy Home

Section C Index CFCA

RECRUITMENT AND SELECTION OF PRINCIPALS AND VICE-PRINCIPALS

The following guidelines govern the recruitment and hiring process for school administrators:

1.0 Principal and Vice-Principal openings will be posted on the Divisional website in compliance with Policy GCEC:

Vacancies for permanent positions that need to be filled arising in mid- year will be posted and filled and then reposted for all staff in the spring staffing period;

- (i) Upon application, first consideration will be given to all current employees of Pembina Trails School Division;
- (ii) All work sites will be notified when postings become available and asked to post a hard copy;
- (iii) The President of the Pembina Trails Teachers' Association will be notified of opportunities as they arise.
- 2.0 Applications will be submitted to the Superintendent of Education.
- 3.0 To assist in the selection process for Principals, a consultation process with the school staff, parents and students (Senior Years only), will be undertaken by the Superintendent.
- 4.0 For each opening, a Selection Committee will be established consisting of two trustees, the Assistant Superintendents and the Superintendent. The Selection Committee for vice-principalships will also include the school principal. The Selection Committee will consider all applications, short list and interview candidates.
- 5.0 All appointments require the approval of the Board of Trustees. The Board of Trustees will review and consider the recommendation of the Selection Committee.
- 6.0 In some circumstances, reassignments such as lateral moves or other transfers may be recommended. This re-assignment will require approval of the Board of Trustees.

— Accomplish Anything –

Adopted	Reviewed	Revised	Page
5/187/03			1 of 1