



**SELECTION AND ASSIGNMENT OF EXEMPT LEADERSHIP STAFF**

Page 1 of 1

**Context**

The Board of Education understands that in order to achieve the best possible educational outcomes for students, it is essential to recruit, select and retain highly qualified, dedicated and caring employees, including in exempt (non-union) leadership roles.

**Policy Statement**

The Board of Education will expect and support exemplary recruitment, selection and assignment processes for exempt (non-union) leadership positions at both the district and school levels, with those processes entrusted to the Superintendent of Schools, except in the case of Superintendent recruitment which will be the purview of the Board.

**Guiding Principles**

1. Other than in the case of the Superintendent of Schools, where the Board of Education is to be responsible for the recruitment and selection process, the Superintendent is to be responsible for the recruitment and selection process of exempt management staff, for both the District and school levels. The Superintendent may delegate that authority.
2. The Board believes that selection and assignment of Principals and Vice-Principals as school and system leaders is a key determinant of school and district culture and success. Beyond the initial selection and assignment, it is understood that periodic changes of assignments of principals and vice-principals may be beneficial to the individuals and to the school district as a whole.
3. The Board believes in the importance of balancing district-wide need for consideration of reassignment of Principals and Vice-Principals with the need for stability in a school.
4. For district exempt staff, the Board expects that individuals will be hired who have the qualifications and demonstrated successful experience necessary to ensure high quality performance and a commitment to the District.
5. While the Board is not directly responsible for recruitment, selection and assignment of exempt leadership staff, the Board expects that the Superintendent will ensure that trustees are involved in processes as appropriate, and informed of vacancies, processes and outcomes of exempt staff selection processes.
6. The Board believes in the appropriate involvement of representatives from staff, students, parents and community in the recruitment and selection of exempt staff including Principals and Vice-Principals.
7. The Board expects that, where possible, recruitment and selection of exempt staff will be through thorough processes that include provincial and local advertising of vacancies.

**References**

- The School Regulation BC Reg 265/89
- The School Act

**Dates of Adoption/Amendments:**

Adopted: 2020.05.26

Amended:



BOARD POLICY 617- ADMINISTRATIVE PROCEDURES

SELECTION AND ASSIGNMENT OF EXEMPT LEADERSHIP STAFF

**Purpose**

These administrative procedures are designed to support Board Policy 617: *Recruitment and Retention of Exempt Leadership Staff*, including as stated in the context of the policy:

*The Board of Education understands that in order to achieve the best possible educational outcomes for students, it is essential to recruit, select and retain highly qualified, dedicated and caring employees, including in exempt (non-union) leadership roles.*

The procedures for selection and assignment of exempt staff will be as follows:

**Selection of the Superintendent of Schools/Chief Executive Officer:**

1. A committee composed of all available Board members and chaired by the Board Chairperson will meet with the Director of Human Resources to discuss the recruitment process and develop the desired qualifications, skills and characteristics for the position.
2. The Board will assess the District succession plan and make a determination as to its impact on the recruitment process.
3. The Board has the right to interview a single candidate, either internally or from outside the District, if it so chooses, and may do so privately or with involvement of representatives of management and partner groups.
4. Should the Board choose to advertise the position, it will be advertised locally, provincially, and nationally using services including Make a Future.
5. The Board may choose to hire a consultant to assist in the recruitment and selection process.
6. Nothing in this administrative procedure precludes the Board from using whatever process it believes will best serve its purpose in selecting a Superintendent.

**Selection of District Senior Leaders**

This section applies to members of the district senior leadership team (Associate or Assistant Superintendent, Secretary Treasurer, Director of Instruction, Assistant Secretary Treasurer, Director of Human Resources and General Manager of Operations).

*For the remainder of this set of procedures, it is understood that "Superintendent" means "Superintendent or designate."*

1. The Superintendent will establish a suitable selection process in consultation with the Director of Human Resources and other members of the senior leadership team.
2. The Superintendent will assess the District succession plan and make a determination as to its impact on the recruitment process.
3. Vacant senior leadership positions will normally be advertised locally, provincially, and nationally using services including *Make a Future*®.
4. Once applications are received, the Superintendent will work with the Director of Human Resources and other members of senior staff to develop a long-list of candidates for



BOARD POLICY 617- ADMINISTRATIVE PROCEDURES

SELECTION AND ASSIGNMENT OF EXEMPT LEADERSHIP STAFF

Page 2 of 5

- potential interviews, then conduct short-listing reference calls and create a short-list of up to four candidates to be interviewed. The Board may, at its discretion, assign a Trustee to participate in this process.
5. Prior to interviews being held, the Superintendent will work with the Director of Human Resources and other members of senior staff to develop the interview questions, structures and time frames.
  6. The interview panel, chaired by the Superintendent, will include representation from school-based administration, CUPE 3570, MATA and DPAC, as well as other members of senior staff and one or two Trustees based on availability.
  7. Following interviews, partner representatives will be asked for their thoughts on the candidates then be excused from the process, after which the representative of school-based administration will provide feedback then be excused.
  8. The selection panel, chaired by the Superintendent and consisting of senior staff and the Trustee(s), will develop a recommendation for the Superintendent using a consensus model, after which the Superintendent will decide on which candidate will be offered the position and on what terms. That information will then be shared with the Board.
  9. From time to time, the Superintendent may either fill a short term vacancy or create and fill a short-term position (short-term being normally less than four months duration) without the full process as described above.

**Selection of Other District Exempt Staff:**

1. The Superintendent will establish a suitable selection process in consultation with the Director of Human Resources and members of senior staff as appropriate.
2. The Superintendent will assess the District succession plan, and make a determination as to its impact on the recruitment process.
3. The Superintendent will ensure that a full and appropriate selection process is undertaken specific to the position being filled.
4. The Board of Education will be apprised of the selection process and invited to participate as it sees fit, then will be informed of the selection decision when it is made.

**Selection of Principals and Vice-Principals**

1. Each year, as part of personal and professional growth planning, principals and vice-principals will discuss their current assignments and future plans with the Superintendent and, as appropriate, other members of the senior leadership team.
2. Each year, prior to February 15, each principal and vice-principal will submit to the Superintendent a completed *Principal and Vice-Principal Placement Preference Form* (Appendix 1) indicating preferences for assignment for the following school year. Each principal and vice-principal will be invited to meet with the Superintendent and members of senior staff as they see fit. It is understood that as part of career planning, principals and vice-principals intending to retire at the end of the school year will make those intentions known confidentially to the Superintendent by January 31 of that year.
3. As they become known, vacancies will be considered opportunities for re-assignments of principals and vice-principals. This may include, in rare cases based on experience and qualifications, assigning a vice-principal to a principalship or, as necessary



**BOARD POLICY 617- ADMINISTRATIVE PROCEDURES**

**SELECTION AND ASSIGNMENT OF EXEMPT LEADERSHIP STAFF**

Page 3 of 5

- assigning of a principal to a vice-principalship as necessary, either of which will be in accordance with that person's contract of employment.
4. Principals and vice-principals will be consulted as early as possible in any consideration of their reassignment, in order to allow full consideration of options and implications. As well, where a vice-principal vacancy occurs, the principal of the school may be consulted in regard to the needs of the school.
  5. From time to time the Superintendent may work through a recruitment and selection process to establish a principal and/or a vice-principal pool. Where such a pool exists the Superintendent may assign someone from the relevant pool to a pending vacancy.
  6. The Board will be informed of any re-assignments of principals and vice-Principals, including any assignments from the principal or vice-principal pool.
  7. After any re-assignments have been affected, vacancies will be declared which will require a selection process as described below, with the successful applicant being offered a position with the district, with initial assignment to a particular setting.
  8. Principal vacancies will be advertised internally and externally. Vice-principal vacancies will be advertised internally and, at the discretion of the Superintendent, externally.
  9. Once applications are received, the Superintendent will work with the Director of Human Resources and other members of senior staff to develop a long-list of candidates for potential interviews, then conduct short-listing reference calls and create a short-list of candidates to be interviewed. The Board may, at its discretion, assign a Trustee to participate in this process.
  10. Prior to interviews being held, the Superintendent will work with the Director of Human Resources and other members of senior staff to develop the interview questions, structures and time frames.
  11. The interview panel, chaired by the Superintendent, will include representation from school-based administration, CUPE Local 3570, MATA and DPAC, as well as other members of senior staff and one or two Trustees based on availability.
  12. Following interviews, partner representatives will be asked for their thoughts on the candidates then be excused from the process, after which the representative of school-based administration will provide feedback then be excused.
  13. The selection panel, chaired by the Superintendent and consisting of senior staff and the trustee(s), will develop a recommendation for the Superintendent using a consensus model, after which the Superintendent will decide on which candidate will be offered the position and on what terms. That information will then be shared with the Board.
  14. Principal and vice-principal assignments will normally start with three-year term assignments with evaluation in the second year of the assignment in keeping with the terms of the contract of employment. The assignment will be convertible to continuing after year three at the discretion of the Superintendent.
  15. From time to time, the Superintendent may either fill a short term vacancy or create and fill a short-term position (short-term being normally less than four months duration) without the full process as described above.

**Administrative Staffing Plan**

The Superintendent will, each spring, present an Annual Administrative Staffing Plan to the Board of Education outlining the principal/vice-principal assignments for the upcoming school year.



## **QUALICUM SCHOOL DISTRICT**

### **BOARD POLICY 617- ADMINISTRATIVE PROCEDURES**

#### **SELECTION AND ASSIGNMENT OF EXEMPT LEADERSHIP STAFF**

Page 4 of 5

#### **References:**

- Board Policy 617: Selection and Assignment of Exempt Leadership Staff
- The School Regulation BC Reg 265/89
- The School Act

#### **Dates of Adoption/Amendments:**

Adopted: 2020.05.26

Amended:

Qualicum School District

APPENDIX 1

PRINCIPAL & VICE-PRINCIPAL PLACEMENT PREFERENCE FORM FOR \_\_\_\_\_  
(school year)

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Present School: \_\_\_\_\_ # years: \_\_\_\_\_

Previous School and Position: \_\_\_\_\_ # years: \_\_\_\_\_

**A. Request to Remain in Current Assignment:**

\_\_\_\_\_ I am requesting that I remain in my present assignment for the following reason:  
Y or N

\_\_\_\_\_  
\_\_\_\_\_

**B. Request for Reassignment:**

\_\_\_\_\_ I am requesting consideration of reassignment as follows (include locations and reasons):  
Y or N

\_\_\_\_\_  
\_\_\_\_\_

**C. Willingness to be Reassigned:**

\_\_\_\_\_ While I have not requested reassignment, I would be willing to discuss options including:  
Y or N

\_\_\_\_\_  
\_\_\_\_\_

**D. Retirement: If you are planning to retire in the near future it is helpful for us to know that, for our long range planning:**

\_\_\_\_\_ I am considering retiring within the next year or two

\_\_\_\_\_ I am considering retiring within the next five years

Comments (optional): \_\_\_\_\_

Return to the Superintendent by mid February (in person if a meeting is requested).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_