



RECRUITMENT AND SELECTION OF SCHOOL ADMINISTRATORS AND SUPERVISORY STAFF

Background

Board Policy 1: Board Mandate, Mission, Vision, Values, and Goals states that the mandate of the Board of Trustees of Holy Spirit Catholic School Division is to provide the children and parents with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition, the means of the division and the legislated requirements of the provincial and federal governments. The recruitment and selection of divisional administrative staff must ensure that the administrators hired for the division demonstrate their Catholic faith and follow a lifestyle that is exemplary to students, parents, staff and community, both at schools and in the community, and recognize the uniqueness of every student in the school.

Procedures

These procedures apply to all administrative and supervisory positions in the division with the exception of the Superintendent.

1. The Deputy Superintendent will initiate recruitment procedures for vacant positions, complete reference checks and short list candidates to be interviewed.
2. The Superintendent will make the final appointment of administrative and supervisory staff.
3. The basic criteria to be considered in selecting administrative and supervisory staff are as follows:
 - 3.1 Commitment to Catholic education.
 - 3.2 Professional preparation and experience.
 - 3.3 Professional achievement and contribution, including evidence of leadership ability.
 - 3.4 Information provided through verbal and written references.
 - 3.5 A current pastoral letter of reference showing that the candidate is a practicing Catholic and involved in parish life.
 - 3.6 Administrative abilities such as decision-making, organizing, planning, communicating, coordinating, managing and evaluating.
 - 3.7 Human relations skills such as the ability to develop positive relations with students, staff, parents, parish, community and others.

4. All administrative and supervisory positions will be simultaneously advertised both internally and externally to ensure an open recruitment process and to extend the field of potential candidates.
5. In some instances, appointments to vacant school level administrative and supervisory positions may be made by the Superintendent without advertisement. These positions will be in an acting capacity for a specified time. Prior to the completion of the specified time, the position will be advertised as per section 4 of this Administrative Procedure.
6. For the position of School Principal, staff and parent feedback will be collected through a survey distributed by the Deputy Superintendent or designate.
7. An interview committee will be established, if required, and at the discretion of the Superintendent. The structure of the committee will be determined by the Superintendent of School, but will include the following:
 - 7.1 For the position of Supervisor, Coordinator and/or Consultant, the interview committee will consist of the Superintendent, and/or the Deputy Superintendent or designate, the direct supervisor, and one principal from the division.
 - 7.2 For the position of Associate Principal, the interview committee will consist of the Superintendent, and/or the Deputy Superintendent or designate, and the Principal of the school.
 - 7.3 For the position of Principal, the interview committee will consist of the Superintendent, the Deputy Superintendent, and one principal from the division.
 - 7.4 For the position of Director, the interview committee will consist of one Trustee, the Superintendent, the Deputy Superintendent, the direct supervisor, and one principal from the division.
 - 7.5 For the position of Secretary-Treasurer, the interview committee shall consist of two Trustees, the Superintendent, the Deputy Superintendent, and one principal from the division.
 - 7.6 For the position of Deputy Superintendent, the interview committee shall consist of two Trustees, the Superintendent, the Secretary-Treasurer, and one principal from the division.
8. All school level administrative appointments will be made to the division and not to a specific school.
9. All initial administrative appointments are for a one (1) year probationary term terminable on thirty (30) days notice.
10. After a successful probationary term:
 - 10.1 A Principal may be appointed for up to a four (4) year term.
 - 10.2 Term contracts may be renewed, at the Superintendent's discretion, based on satisfactory performance evaluation.
 - 10.3 A Principal's term appointment shall not exceed five (5) years, inclusive of the probationary year.

- 10.4 School level administrative appointments will not extend beyond a maximum of seven (7) years at one (1) school unless circumstances warrant an extension.
- 11. Transfers of existing administrators may occur at any time even if no vacant position is being advertised.
- 12. The Superintendent will make final appointment decisions and send out letters of appointment.

References **Sections 52, 53, 197, 202, 203, 204, 222, 225, *Education Act***