
SCHOOL DISTRICT No. 36 (SURREY)

No. 7500.1

REGULATION: RECRUITMENT, SELECTION AND APPOINTMENT OF PRINCIPALS AND VICE PRINCIPALS

The following recruitment and selection process will normally apply to school-based principal and vice principal positions. The Superintendent will revise this process as appropriate for district-based positions, positions with unique responsibilities, or positions with a specific term.

Recruitment

Assistant Superintendents, in consultation with Directors of Instruction, Principals, and Vice Principals, are responsible for identifying those teachers and vice principals who demonstrate emerging leadership skills, consistent with the Leadership Standards for Principals and Vice Principals in British Columbia.

All district educational leaders play an important role in identifying potential external candidates, and bringing them to the Assistant Superintendents' attention.

Vacancies will be advertised in newspaper and/or electronic media, as appropriate. The advertisements will highlight key aspects of the leadership standards and the unique features of Surrey School District.

Screening

Stage 1: Every application will be reviewed by a committee of all Assistant Superintendents, with consideration given to key factors such as: range of teaching experience, academic preparation, demonstrated school leadership, previous performance reviews.

Stage 2: Confidential reference checks will be conducted for the strongest applicants to confirm the level to which the applicant meets the criteria for selection. This process will be primarily guided by the professional observations of the Principals and Vice Principals who have direct knowledge of the applicant's leadership work. A final screening of these applications will be conducted by the committee of all Assistant Superintendents. After reviewing the additional information gathered, those applicants who best meet the criteria for selection will be identified for the Selection Committee's consideration.

The screening process and related information will be made available to the Superintendent and the Board as needed.

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Selection

Each Selection Committee will be chaired by an Assistant Superintendent. The composition of the committees will normally be:

Vice Principal Selections

1 Assistant Superintendent
2 Trustees
2 Principals
1 DPAC representative

Principal Selections

2 Assistant Superintendents
2 Trustees
1 Director of Instruction
1 District Principal, Human Resources
1 DPAC representative

At its initial meeting, the committee will review information from the screening process. The committee members will consider the information available regarding each applicant to be interviewed: the application, confidential references, and any other supporting documentation.

The selection committee will interview the applicants, and assess each applicant (based on documentation, references, and the interview) in relation to the leadership standards.

The committee will recommend to the Superintendent those applicants who demonstrate leadership capacity as well as the potential to develop their skills further. Recommended candidates, after review by the Superintendent, will be brought to the Board for placement in an administrative pool. Board approval of placement in the pool will be confirmed with the individual candidate.

Appointment and Assignment

As a vacancy occurs, the Superintendent will identify, from the administrative pool, the candidate most suitable for the assignment. The area Assistant Superintendent is responsible for providing information regarding key priorities and needs of the particular school community as articulated by the school's staff, parents, and as highlighted in the School Plan.

The Superintendent will recommend to the Board the appointment to the district and the initial assignment of the appropriate candidate from the administrative pool.

Revised: 2008-10-23
Approved: 1988-01-14
