

SELECTION, TRANSFER, ASSIGNMENT AND EVALUATION OF PRINCIPALS

Background

The quality and effectiveness of schools is closely related to the competence and effectiveness of principals. Effective principals are knowledgeable educational leaders, having acquired sound administrative skills and practices over time. The principalship is, therefore, viewed as a career position, one which initially requires specific training, education and considerable experience. It also requires continual in-service and professional development throughout one's tenure as a Principal.

Those selected as principals are expected to possess administrative and educational leadership skills and can be assigned to a number of different schools throughout their careers. However, assignment to specific schools will be made after careful consideration of the compatibility of the requirements of the school with the skills of the Principal.

An assignment is to allow sufficient time for the Principal to assess school and community needs, to bring about change as required and to bring continuity and stability to the school's community.

Procedures

1. Selection

The process for the selection of principals shall be as follows:

- 1.1 Shortlisting will be conducted by a committee consisting of the members of the Senior Management Team.
- 1.2 Selection will be conducted through a dual interview process consisting of an Advisory and a Selection Committee.
 - 1.2.1 The Advisory Committee will consist of the Human Resources Manager who will act as the Chair, and a District representative from the NWTU, CUPE 409 and DPAC. The Committee's role will be to provide an overview of the strengths of the applicants as potential principals. The Human Resources Manager will then share with the Selection Committee, the decisions made by the Advisory Committee.

1.2.2 The Selection Committee will consist of up to four members of the Senior Management Team and two school-based principals or vice-principals, as chosen by the Superintendent. The interviews will be facilitated by the Superintendent. The role of the Selection Committee will be to factor input from the Advisory Committee, and by general agreement, select the applicants for the District Eligible Administrator Pool (DEAP) for principals.

1.3 Candidates who have been successfully screened, shortlisted and interviewed are assigned to the District Eligible Administrator Pool (DEAP). Successful internal applicants will remain in the pool for two years. Successful external applicants remain in the pool for one year. After one year, external applicants are reviewed and their references checked. Positive references allow external applicants to remain in the eligibility pool for a second year. Placement in the pool does not guarantee a specific position in the District. It is the role of the Superintendent to determine the placement of those assigned to the District Eligible Administrator Pool.

1.4 After being in the pool for two years, all applicants must re-apply.

2. Transfer and Assignment

The transfer and assignment of principals is to be a positive process contributing to an energetic and progressive school environment and to the continuing professional growth of school administrators.

2.1 The transfer and assignment of principals shall be made by the Superintendent in consideration of the following:

2.1.1 The needs of the District;

2.1.2 The professional development of the individual administrator;

2.1.3 The particular needs of the school as determined in consultation with parents and staff.

2.2 Principal transfers and assignments will normally be made prior to the assignment and transfer of vice-principals and teaching staff.

2.3 Prior to the official announcement of regular transfers, the Superintendent or designate shall discuss assignment and/or transfer in terms of career development with personnel to be affected.

2.4 The Board will be informed of changes to principal assignments at the next committee or Board meeting.

3. Evaluation

A formal evaluation of the Principal shall take place within the first two years of the new assignment. Principals who remain in their assignment will be evaluated every fifth year after receiving their initial report.

*Reference: Sections 20, 22, 23, 65, 85 School Act
Employment Standards Act
Collective Agreements*

SD No. 40 (New Westminster)

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)