

### 303.1 Administration Appointments

#### Policy

The Board recognizes the importance of having capable administrators to direct the business of the Division.

The Board, therefore, directs that procedures be developed for the identification, selection and appointment of individuals to administrative positions within the school Division. Normally, the selection of administrators will be through open competition.

#### Regulations

1. This policy shall apply to the following administration positions: Superintendent, Associate Superintendent, Director, Co-ordinator, Supervisor, Consultant, Principal, Assistant Principal, Administrative Assistant and Department Head.
2. The Superintendent shall advise the Board of all administrative vacancies and appointments.
3. Responsibility and authority for the selection, recommendation to the Minister of Education and appointment of the Superintendent shall rest with the Board.
  - 3.1 Appointment shall be by Board resolution.
4. Responsibility and authority for the selection and appointment of the Associate Superintendent(s) shall rest jointly with the Board and the Superintendent of Schools.
  - 4.1 Appointment shall be by Board resolution.
  - 4.2 An ad hoc committee of three trustees and the Superintendent shall be responsible for reviewing applications, screening and interviewing candidates and making a recommendation to the Board.
  - 4.3 Notwithstanding the above, the Superintendent is authorized to appoint an "Acting Associate Superintendent" to fill short term (not to exceed one year) vacancies.
5. Responsibility and authority for the appointment of principals shall rest with the Superintendent. Trustees shall be advised of principal appointments prior to a public announcement, and the Board shall receive the information at its next scheduled meeting.
  - 5.1 A selection committee consisting of the Superintendent, Associate Superintendent Human Resources, Associate Superintendent Instructional Services and one trustee shall be responsible for reviewing applications, screening and interviewing candidates.
  - 5.2 Principals shall be appointed to the Division and subject to transfer.
  - 5.3 Designations shall be term specific.
  - 5.4 The Board shall be advised of initial appointments and renewal of principal designations.

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5.4.1 Notwithstanding the above, the Superintendent is authorized to appoint an “acting principal” to fill short term (not more than one year) vacancies.

6. Responsibility and authority for the selection and appointment of persons to other administration positions within the Division shall rest with the Superintendent.
7. The selection of individuals to fill school-based administrative positions shall include consultation with representatives of the School Council, staff, students and community, where appropriate, who will work closely with the administrator.
8. The terms and conditions of each administrative appointment shall be stated clearly in writing.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

#### References

Alberta School Act: Sections 19, 61, 92, 93, 96, 113, 116, 117  
Division Policies: 401.1 Staff Hiring