

303.1 Administration Appointments

Policy

The Board recognizes the importance of having skilled administrators who meet the Alberta Leadership Quality Standard 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: Associate Superintendent, Director, Co-Ordinator, Supervisor, Consultant, Principal, Assistant Principal, Vice Principal, and Administrative Assistant .
2. The Superintendent shall notify the Board of all administrative vacancies and appointments.
3. Responsibility and authority for the selection and appointment of the Associate Superintendent(s) shall rest jointly with the Board and the Superintendent of Schools.
 - 3.1 An ad hoc committee of two to three trustees and the Superintendent shall be responsible for reviewing applications, screening, and interviewing candidates and making a selection. The Board will be notified of the selection prior to public announcement.
 - 3.2 Notwithstanding the above, the Superintendent is authorized to appoint an "Acting Associate Superintendent" to fill short term (not to exceed one year) vacancies.
4. The process of developing the profiles of school-based administrators shall include consultation with representatives of the School Council, staff, students and community, where appropriate.
5. Responsibility and authority for the appointment of principals shall rest with the Superintendent. Trustees shall be notified of principal appointments prior to a public announcement.
 - 5.1 A selection committee consisting of the Superintendent, Associate Superintendent Human Resources, and one trustee shall be responsible for reviewing applications, screening, interviewing, and selecting candidates. The Associate Superintendent Instructional Services may also be a member of the committee.
 - 5.2 Principals shall be appointed to the Division and subject to transfer.
 - 5.3 Designations shall be term specific in accordance with applicable collective agreements and/or legislation

- 5.4 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 terms and conditions of each administrative appointment shall be stated clearly in writing and be in accordance with applicable collective agreement and/or legislation.

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

References

Alberta Education Act:	197, 199, 201, 202, 203, 204, 222
Division Policies:	401.1 Staff Hiring, 301.1 Superintendent of Schools Roles and Responsibilities, 301.3 Evaluation Process for Superintendent of Schools
Other:	Leadership Quality Standard, Superintendent Quality Standard, ATA Collective Agreement