

RECRUITMENT AND SELECTION OF PRINCIPALS AND VICE-PRINCIPALS

The following guidelines govern the recruitment and hiring process for school administrators:

1.0 Principal and Vice-Principal openings will be posted on the Divisional website in compliance with Policy GCEC:

Vacancies for permanent positions that need to be filled arising in mid- year will be posted and filled and then reposted for all staff in the spring staffing period;

- (i) Upon application, first consideration will be given to all current employees of Pembina Trails School Division;
- (ii) All work sites will be notified when postings become available and asked to post a hard copy;
- (iii) The President of the Pembina Trails Teachers' Association will be notified of opportunities as they arise.

2.0 Applications will be submitted to the Superintendent of Education.

3.0 To assist in the selection process for Principals, a consultation process with the school staff, parents and students (Senior Years only), will be undertaken by the Superintendent.

4.0 For each opening, a Selection Committee will be established consisting of two trustees, the Assistant Superintendents and the Superintendent. The Selection Committee for vice-principalships will also include the school principal. The Selection Committee will consider all applications, short list and interview candidates.

5.0 All appointments require the approval of the Board of Trustees. The Board of Trustees will review and consider the recommendation of the Selection Committee.

6.0 In some circumstances, reassignments such as lateral moves or other transfers may be recommended. This re-assignment will require approval of the Board of Trustees.

Accomplish Anything

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