

## Administrative Procedure 434

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### Principal and Assistant Principal Appointments

#### Background

One of the most significant events in the life of a school is a change in leadership. The Division recognizes that superior schools are the result of cooperation and teamwork among students, parents, staff, school administration, and the broader community. Therefore, principal, assistant principal, and administrative coordinator appointments in the Division are designed to ensure schools are served by administrators who consistently provide quality leadership in keeping with both the school's context and the Alberta Leadership Quality Standard. Since leadership succession is measured over many years and several principalships, creating a widespread culture of forward-looking talent and expertise is paramount.

Appropriate placement and reassignment practices for principals and assistant principals enhance the effective utilization of skills and abilities, provide for the retention of high quality leaders, and support professional growth of individuals. These objectives can best be achieved through the exposure to other leaders/staff/communities, assignment of new tasks, and matching of known administrator strengths to identified current needs of a particular school.

The Division believes that, based on system needs, the periodic reassignment of principals and assistant principals is an integral part of the Division-wide improvement plan {Principals: less rather than more and later rather than sooner; Assistant Principals: more rather than less and sooner rather than later}. Principals and assistant principals must understand that reassignments to other schools are a condition of employment.

There is a need to specify the practices and procedures to be followed for administrative appointments.

#### Procedures

1. Vacancies that occur in school administrative positions shall be filled by either competition or reassignment of existing staff. Timeline constraints and succession planning circumstances will determine which process is followed.
2. Administrative vacancies will be filled in accordance with the philosophy and beliefs of the Division as expressed in Administrative Procedure 400 – Staff Employment.
3. Following is the process for filling the positions of Principal and Assistant Principal:
  - 3.1 Annually, in the fall, the Associate Superintendent Human Resources, in consultation with the Superintendent, will review all school administrative assignments. The

- Associate Superintendent Human Resources will discuss possible principal/assistant principal reassignments both with administrators who have expressed an interest in a transfer and with administrators who have been in a particular assignment for a period of time. Principals and assistant principals will be informed of any decisions by the Associate Superintendent Human Resources when the process is complete.
- 3.2 Following the discussions in 3.1 above, the Associate Superintendent Human Resources will provide the principal or assistant principal confirmation of the placement by letter. The letter shall state both the school in which they have been placed and the effective date of the new placement.
  - 3.3 Once reassignments have been made public, the Associate Superintendent Human Resources will fill any remaining vacancies through competition or appointment.
  - 3.4 To fill vacancies through competition, the Associate Superintendent Human Resources shall ensure a thorough review of role description, ideal candidate profile, applications, and thorough reference checking.
  - 3.5 The Associate Superintendent Human Resources shall form an interview committee, as approved by the Superintendent, to conduct interviews for a competition. At a minimum, the Superintendent, the Associate Superintendent Human Resources, the Associate Superintendent Learning Services, the school council chair, (a member from the society: Covenant Christian School), and one Trustee from the ward will comprise the interview committee for principal interviews. For assistant principal interviews, the interview committee will be comprised of, at a minimum, the Associate Superintendent Human Resources, the Associate Superintendent Learning Services, the principal of the school, and a Director.
  - 3.6 The suitability of each candidate will be considered by the interview team (distance from home, grade level/experience and program fit). Feedback, comments, and thoughts from the interview team will be recorded as reference material for the Associate Superintendent Human Resources, Associate Superintendent Learning Services, and the Superintendent. Participants serving on the interview team will withdraw at the conclusion of this process.
  - 3.7 The Superintendent will consider feedback and comments from the interview team during their deliberations and will select a candidate.
  - 3.8 In the event of an unexpected or short-term vacancy, the Superintendent may appoint an 'Acting Principal/Assistant Principal' without going through a formal selection process.
4. Feedback to applicants following a competition process will be provided by the Associate Superintendent Human Resources.