

HUMAN RESOURCES

Policy 401-G

Recruitment and Selection of Management and Administrative Personnel

1. **Qualifications: Educational Administrative Positions**

Candidates for educational administrative positions will be expected to meet the following minimum requirements:

- Membership in good standing in the Teacher Regulation Branch of British Columbia;
- Additional formal study in supervision, administration and/or curriculum through a credible institution;
- Five years of successful teaching experience; and
- For promotion within the administrative ranks, two years' successful administrative experience.

All other factors being equal, preference will be given to candidates who hold a Master's degree or other postgraduate degree. In the case of candidates for the position of Vice Principal, all other factors being equal, preference will be given to candidates who have been accepted into a Master's degree program or hold a Master's degree.

Educational Administrative positions are defined as school based vice-principal and principal, district based vice-principal and administrator, Director of Instruction, Assistant Superintendent and Deputy Superintendent.

2. **Applications**

A call for applications will be issued both internally and externally by the Human Resources Department, in consultation with the departmental manager or educational administrator as appropriate. Information about the role and the selection process will be made available through the district intranet and other venues and methods as appropriate.

3. **Reference Checking**

Reference checking may occur at any point in the recruitment and selection process. Reference checking will be conducted by the appropriate departmental manager or educational administrator, in collaboration with the Human Resources Department using a uniform approach. Reference checks will be done in confidence and respondents will be asked not to reveal the comments they have made to anyone, including candidates. Reference checking will involve more than one reference and varied perspectives if possible.

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4. Short Listing

A short-listing committee will be established by the appropriate departmental manager or educational administrator, in collaboration with the Human Resources Department. When short listing for school-based educational administrative positions, the short listing committee will include school based principals.

The discussions of the short-listing committee will be in-camera and short lists will be confidential.

5. Interviewing

Members of the interview committee will be provided with the application package for all short-listed candidates prior to the interview.

Information considered by the interview committee will include the application package, the results of reference checks (if conducted prior to the interview) and the interview itself.

The interview committee will base its candidate assessment feedback on the demonstrated attributes and abilities of candidates in comparison to criteria developed collaboratively in advance by the interview committee. Members of the interview committee may provide the Superintendent of Schools or designate with a recommendation as a result of the candidate assessment process.

At the conclusion of each interview process, members of the interview panel will have the opportunity to share their perspective on the relative merits of each candidate and/or provide confidential individual input directly to the Executive Director, Human Resources. It is expected that confidentiality regarding all information shared will be maintained by all participants. All input received in the interview process will be considered alongside other information gathered during the selection process including information provided in the application package and references obtained by the school district.

Where additional information regarding candidates is collected after the interview has occurred, the Superintendent of Schools or designate may provide members of the interview committee with a summary of that information.

6. Post Interview

Following the appointment of the successful candidate, all interviewed candidates will be contacted by phone regarding the outcome of the competition.

Applicants may request feedback regarding their application. This will be provided by one or more of the appropriate departmental manager or educational administrator who has participated in the interview, and the Human Resources Department.