



**Section Two: School District Administration**

*“Together We Learn”*

**220 – PRINCIPALS AND VICE-PRINCIPALS:  
SELECTION, APPOINTMENT AND TRANSFER**

**Introduction**

The Board of Education recognizes the important role of principals/vice-principals in ensuring the provision of quality educational programs to students. The Board is therefore committed to ensuring that the best candidates for principal and vice-principal positions are selected and placed to best meet the needs of the school.

**Policy**

**1. Selection of New Principals and Vice-Principals**

The Board believes that, wherever practical, representatives of the school community will be consulted as part of the selection process. In arriving at its final decision on the appointment of a principal/vice-principal, the Board will generally work within the following framework.

- 1.1 The Superintendent will develop a profile and selection process for a principal/vice-principal’s position.
- 1.2 The Superintendent will prepare an advertisement, taking into consideration the profile, which will be advertised externally as well as internally. In addition, the Superintendent will develop the shortlist of applicants who will be interviewed by the Selection Committee.
- 1.3 The Selection Committee, comprised of senior staff appointed by the Superintendent and two Trustees appointed by the Board Chair, will interview the shortlisted candidates and recommend a candidate to the Board for consideration.

**2. Appointment of Principals and Vice-Principals to New School Sites**

- 2.1 The Board authorizes the Superintendent to have the principal, and in some cases the vice-principal, begin their assignment before the opening of a new school. The following maximum periods will be allowed:

*For elementary schools - four school weeks*

*For secondary schools - five school weeks.*



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- 2.2 The commencement date of the assignment will be at the discretion of the Superintendent (after consultation with the principal/vice-principal).

### **3. Transfer**

- 3.1 The Board accepts that a periodic change of assignments of principals and vice-principals between schools may be beneficial to these individuals as well as to the school district as a whole. Conversely, too many changes may be detrimental to both the principals and vice-principals and the school.
- 3.2 The Board further believes that each principal/vice-principal has specific administrative/supervisory strengths. A transfer of a principal/vice-principal enables many schools to benefit from these strengths.
- 3.3 The Board therefore directs that the Superintendent review principal/vice-principal assignments and make recommendations to the Board regarding possible transfers.