



Chilliwack School District
"Partners In Learning"

ADMINISTRATIVE REGULATION 300.1

LEADERSHIP APPOINTMENTS AND ASSIGNMENTS

All vacant school or district-based administrative positions shall be filled through an open competition or by the assignment of existing Board appointed administrators within the categories of Elementary Principal, Middle-Secondary Principal or Vice-Principal.

The Superintendent shall advertise internally all school-based vacancies for expressions of interest indicating the specific skills and requirements of the position.

In addition, where the Superintendent determines that the candidate pool for a school-based position is limited, this position will be advertised internally and externally and will follow the school-based selection process.

Consultation with the appropriate parent representatives and district employee groups will be undertaken by the Superintendent or designate and the liaison Trustee to determine specific school characteristics and needs prior to any assignment or appointment.

In the case of a Vice-Principal vacancy, the Principal of the school/s affected will be given the opportunity to provide significant input into the needs of their school and the skill set required to build a strong administrative team.

When the successful candidate is the result of an assignment, the Superintendent will report the rationale outlining the skills, experience and past performance of the successful candidate to the Board for information.

When the successful candidate is a new appointment the Superintendent will provide the rationale outlining the skills, experience and past performance of the selected candidate to the Board so they have the necessary information to approve the recommendation.

School or District-Based Selection Process

The Superintendent shall ensure that all appropriate partner groups have been consulted as to their perception of the needs of the school or department affected by the vacancy.

The Director of Human Resources is responsible for establishing a complete and thorough process to manage the selection of the successful candidates and for ensuring compliance with due process and legislative requirements. Advertisements will be prepared and posted by the Director of Human Resources who will determine the extent of the external advertisement that is necessary dependent on the complexity of the position and current job market conditions. The Human Resources department will be responsible for screening all submitted applications for completeness.

The determination of a short-list for presentation to the selection committee shall be the responsibility of the Superintendent and other individuals as the Superintendent deems appropriate.

The Selection Committee will be chaired by the Director of Human Resources and will consist of two trustees, the Superintendent and/or designate, and one senior staff member as appointed by the Superintendent. This committee will be responsible for developing interview questions, interviewing short-listed candidates, reviewing detailed reference checks, and providing a recommendation for appointment to the Superintendent.

Reporting to the Board

Where the selected candidate is a new administrator to the district or an existing administrator who is changing to a new administrative category the Superintendent will bring a recommendation with rationale for Board approval at an in-camera meeting.

Where the selected candidate is an existing Board approved administrator within the same category the Superintendent will bring the assignment forward to the Board at an in-camera meeting as information.

In all cases the Superintendent will outline the skills, experience and past performance of the successful candidate.

District Selection Process

Executive Staff

The selection process for the Superintendent shall be determined by the Board.

All other senior district level administrative positions including Assistant Superintendent, Secretary Treasurer, and Director will be advertised internally and externally and will follow a selection process that has been recommended by the Superintendent and approved by the Board. This process will include appropriate input from partner groups.

Other Management Positions

All vacant management positions will be advertised internally and externally.

The Selection Committee will consist of the Secretary-Treasurer or designate, other management or administrative representatives appointed by the Superintendent and the Director of Human Resources or designate. This committee will be responsible for short-listing candidates, developing interview questions, interviewing short-listed candidates, reviewing detailed reference checks, and providing a recommendation for appointment to the Superintendent.

The Superintendent will bring the appointment forward to the Board as information and will report the rationale for the appointment outlining the skills, experience and past performance of the successful candidate.

Cross Refs:

Adopted January 15, 2008
Reviewed
Revised