

## **ADMINISTRATIVE PROCEDURE NO. 406**

# **ADMINISTRATIVE APPOINTMENTS**

### **Background**

The Board believes all administrators in the Division must be leaders whose faith is permeated in all they do. All Divisional administrative positions are leadership positions with the responsibility for educational and religious programs in the schools and are responsible to the Superintendent.

Administrative positions refer to principal, vice-principal and assistant principal positions.

### **Procedures**

1. The Superintendent shall advertise a vacancy in any administrative position within the Division and, if necessary, through any current media channels.
2. All administrative positions will be filled by Catholic candidates.
3. The Superintendent shall initiate appointments to a leadership pool by requesting applications, developing a short list of suitable candidates and recommending the list to a committee consisting of two trustees and any other individuals the Superintendent feels are necessary. The committee shall make the appointments to the leadership pool from the list provided.
4. The Superintendent shall have the authority to select and appoint individuals from the leadership pool to all positions up to and including that of vice-principal.
5. New vice-principals will be placed on a one-year probationary designation. However, a serving principal who accepts a position as a vice-principal will not be given a probationary period.
6. Vice-principals will be assigned to different schools every 3 to 5 years. The Superintendent shall make the reassignment after consulting with the principal and considering Division, school and individual vice-principal needs. The reassignment shall not occur in a school which is in excess of 50 km. of the corporate center of the community in which they are presently assigned.

7. For the position of principal, the Superintendent shall:
  - a. Prepare a short list of candidates for the interview;
  - b. Form a committee consisting of a minimum of two trustees plus any others that the Superintendent wishes to have included to interview the candidates;
  - c. Make a final decision on the appointment in conjunction with a minimum of two trustees;
  - d. Re-advertise the position if no suitable applicant is found; and
  - e. If a suitable candidate is found, the Superintendent shall offer a one year probationary designation to the Division and not to a specific school.
8. The Board and Superintendent shall give preference to candidates for the principalship who have had successful teaching and/or administrative experience in Catholic schools in Alberta. Minimum academic qualifications shall be a Graduate Diploma in Educational Administration or Education Curriculum or the equivalent in graduate studies.
9. Principals are designated by the Board to the Division. Where possible, principals will be assigned to new schools, every 4 – 7 years, within a 50 km. radius of the corporate centre of the community in which they are now assigned. The Superintendent will review with the principals affected, the potential moves available. The Superintendent shall determine administrative transfers and advise the Board following consultation with the principals and the appropriate members of the school community. The reassignments will take into consideration Division, school and individual principal needs.
10. Assistant principals shall be designated by the Superintendent for a one-year period in order to facilitate administrative experience for a greater number of professional staff. The Superintendent may provide a re-designation or extension.
11. The Superintendent shall approve the appointment of relief principals that have been recommended by the principal and advise the Board of the appointment.
12. Where the Board initiates the transfer of an administrator, the administrative allowance shall be frozen at their present allowance for a period of three years unless the administrative allowance of the school to which the transfer has occurred is greater. In that case the higher administrative allowance will apply. After the three-year period, the administrator's salary will be governed by Article 4 of the Collective Agreement.

13. All administrators must be knowledgeable about the teachings of the Catholic Church, illustrate ways faith should permeate curriculum, and demonstrate their leadership as active members within their parish community.