

# POLICY

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No. D.16

## RECRUITMENT AND SELECTION: PRINCIPAL/VICE-PRINCIPAL

*Adopted: 05-11-14  
Reviewed: 09-06-09  
Reviewed: 10-11-09  
Amended: 12-04-10  
Reviewed: 13-01-08  
Reviewed: 14-03-03  
Reviewed: 15-02-10  
Reviewed: 15-11-09  
Reviewed: 16-11-14  
Reviewed: 17-11-13*

### Policy

The Board of Education believes that in order to achieve and maintain an effective and positive school community, the recruitment, appointment and retention of highly qualified and educationally committed Principals and Vice-Principals is essential.

# REGULATION

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### Regulation

#### 1. Recruitment, Selection and Appointment

- a. The appointment of Principals/Vice-Principals is the responsibility of the Board of Education based on the recommendations of the Superintendent of Schools/Secretary-Treasurer.
- b. The recruitment of applicants for the position of Principal/Vice-Principal is the responsibility of the Superintendent of Schools/Secretary-Treasurer.
- c. The Superintendent of Schools/Secretary-Treasurer will invite appropriate stakeholder groups (the Parent Advisory Council, the School Planning Council, the professional and support staff, a representative student group, the First Nations Advisory Committee, and the Nuu-chah-nulth Tribal Council) to submit a written statement outlining the desired qualities and characteristics for their new Principal and the issues to be addressed for the growth of the school.
- d. The Superintendent of Schools/Secretary-Treasurer will complete reference checks and compile a short list of candidates to be interviewed.
- e. The Superintendent of Schools/Secretary-Treasurer will prepare a list of interview questions taking into account the information obtained from Regulation 1.c. These questions will be asked of all candidates.
- g. Members of the Board of Education will be present for all interviews.
- h. The Superintendent of Schools/Secretary-Treasurer will present the offer to the successful candidate.
- i. Once an acceptance of the offer has been received, a public announcement of the appointment will be made by the Board Chair.

#### 2. Reimbursement of Expenses

- a. Short-listed candidates will be reimbursed for necessary expenses.
- b. Reimbursement will be in accordance with Policy B.4, *Travel, Meals and Other Expenses*.