

**RECRUITMENT AND SELECTION:  
SCHOOL PRINCIPAL/VICE-PRINCIPAL**

**1. Recruitment, Selection and Appointment**

- a. The appointment of School Principals/Vice-Principals is the responsibility of the Board and will be based solely on the recommendations of the Superintendent (or designate).
- b. The recruitment of applicants for the position of School Principal/Vice-Principal is the responsibility of the Superintendent (or designate).
- c. The Superintendent (or designate) 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 School Principal and the issues to be addressed for the growth of the school.
- d. The Superintendent (or designate) will complete reference checks and compile a short list of candidates to be interviewed.
- e. The Superintendent (or designate) will prepare a list of interview questions taking into account the information obtained from 1.c. These questions will be asked of all candidates.
- g. Members of the Board will be present for all interviews if possible.
- h. The Superintendent (or designate) 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 School District.

**2. Reimbursement of Expenses**

- a. Short-listed candidates will be reimbursed for necessary expenses.
- b. Reimbursement will be in accordance with AP 530 *Travel, Meals and Other Expenses*.