

Purpose/Background

The quality of education received by Division students is directly related to the quality of administrative staff appointed. The Division is committed to the application of a fair, equitable and thorough administrator recruitment process.

Procedures

1. Stage 1: Screening

1.1 Applicants are asked to submit a profile via ApplytoEducation.com that will include the following documents:

- 1.1.1 A cover letter which includes the school or grade levels of interest, geographic regions of interest, explanation of reasons for change (This applies only to current assistant principals interested in a transfer);
- 1.1.2 Resume, including three professional references;
- 1.1.3 Statement of educational philosophy and vision of 21st Century leadership; and,
- 1.1.4 Letter of support from your current Principal and/or former Principal outlining your leadership strengths and assets.

2. Stage 2: Shortlisting

The Director of Human Resources will create a screening committee to pre-screen portfolios and to select candidates for further review.

3. Stage 3: The Interview

Candidates will be interviewed by a panel of Education Centre and school-based administrators.

3.1 Presentation:

Candidates will be expected to present a fifteen-minute presentation reflecting their educational philosophy and vision and how they align with the vision and mission of the Division.

3.2 Interview Questions:

Questions will focus on the Principal Quality Standard. Answers will be scored on a four-point rubric.

3.3 Scenarios:

Prior to the interview, candidates will be provided with a school-related case scenario for analysis and response. This case scenario may be discussed during the interview. The case scenario must be submitted a minimum of seven (7) days prior to the scheduled interview.

4. Stage 4: Pool Selection

Following the interview process, the committee will review information from the screening process and make recommendations for the Assistant Principal Pool to the Superintendent.

5. Retention of the Pool Candidates

The Director of Human Resources will maintain the Assistant Principal Pool list for two years. Successful candidates will be expected to participate in the Administrative Leadership Program.

6. Appointment and Assignment

As vacancies occur, the Superintendent will identify from the Assistant Principal Pool the candidate most suitable for the assignment. All newly appointed Assistant Principals are expected to attend an Administrative Leadership Program in the upcoming school year.

Reference:

- School Act Sections 19, 20, 60, 61, 95, 96, and 113
- Principal Quality Practice Guideline
- School Leadership Framework
- ATA Collective Agreement