

ADMINISTRATIVE STAFFING

Background

The Division administrative staffing processes are designed to ensure that schools are served by administrators who consistently provide quality leadership in keeping with each school community's context and the Alberta Education Leadership Quality Standard through appointment, transfer or competition.

The Superintendent is responsible for the administration of this administrative procedure.

Procedures

1. Selection Criteria

Four (4) general criteria guide Division administrative recruitment and selection processes to ensure that Division school administrators are accomplished teachers who provide quality leadership in the provision of optimum learning and opportunities for the development of all students in the school.

- 1.1 Successful Teaching Experience – administrative candidates must provide evidence of successful and respected teaching experience.
- 1.2 Quality Leadership – administrative candidates must provide evidence of successful and respected educational leadership experience in relation to Administrative Procedure 431 – Leadership Quality Standard
- 1.3 School Leadership Profile Alignment – administrative candidates must provide evidence of successful and respected educational leadership experience in relation to the applicable School Leadership Profile.
- 1.4 Graduate Studies – preference will be given to administrative candidates who hold Masters Degrees in education, leadership, curriculum or related fields.

2. Administrative Staffing Sequence

For each administrative position to be staffed, the Superintendent will:

- 2.1 Inform the Board of the position to be staffed.
- 2.2 Develop a School Leadership Profile for the position.
- 2.3 Determine whether the position will be staffed by appointment, transfer, internal competition or simultaneous internal and external competition.
- 2.4 Develop, communicate and implement a recruitment plan to staff the position.
- 2.5 Select the most suitable candidate.

3. School Leadership Profile

- 3.1 For each administrative position to be staffed, the Executive Team will develop a School Leadership Profile that details contextually relevant educational leadership knowledge, skills and attributes.
- 3.2 In most cases, a Principal Profile will be developed in consultation with trustees, school staff, students (where appropriate) and the School Council.
- 3.3 Vice-Principal Profiles are generally developed in consultation with the Principal.

4. Administrative Transfers and Appointments

- 4.1 The Superintendent is authorized by the School Act to transfer a Principal or Vice-Principal from one school to a position with the same designation in another school.
 - 4.1.1 The Superintendent is also authorized by the School Act to appoint individuals who qualify under section 1 of this administrative procedure.

5. Administrative Recruitment

- 5.1 A specific recruitment plan will be developed and communicated for all administrative positions that are not being staffed by Superintendent appointment or transfer.

6. Administrative Selection

- 6.1 The Superintendent is responsible for the selection of Division administrators. A Selection Advisory Panel, including the Superintendent, will interview candidates and offer feedback to the Superintendent.
- 6.2 Selection Advisory Panel – Principal Competition
 - 6.2.1 Assistant Superintendent(s).
 - 6.2.2 One (1) School Council representative.
 - 6.2.3 Ward trustee.
- 6.3 Selection Advisory Panel – Vice-Principal Competition
 - 6.3.1 Assistant Superintendent.
 - 6.3.2 Principal.

7. Contracts of Employment

- 7.1 All newly appointed principals and vice-principals are appointed to the Division and are required to serve a two (2) year probationary period.

8. Administrative Continuity and Mobility

- 8.1 The Division embraces the concept that administrative mobility is positive, productive and necessary in maintaining exemplary administrative leadership in each school within the Division. At the same time, the Division believes that some continuity in school leadership is desirable and can be supportive of overall school success.
- 8.2 Administrators who have been in their current assignment for more than seven (7) years are to, in consultation with the Executive Team, consider opportunities associated with movement to a new Division leadership challenge.

Reference: Relevant Legislation & Guidelines