



AP #336 – Selection and Appointment; Principals and Vice Principals

Prairie Rose School Division

Developing lifelong learners for responsible global citizenship

Human Resources

Procedure Manual

Policy Ref: 1, 3, 11, 12, 13, 14, 19

As per PRSD Decision Making Matrix, the Superintendent/CEO is responsible for the recommendations of principal and vice principal appointments and assignments to the Board of Trustees. The Board of Trustees is responsible for the final decision regarding principal and vice principal appointments and assignments.

When a principal and/or vice principal position becomes available, the following guidelines shall be followed.

Step #1 - Reassignment of Principals and Vice Principals

As per Collective Agreement between the PRSD and the PRTA (Prairie Rose Teachers' Association), principals and vice principals can be transferred to different positions at the recommendation of the Superintendent/CEO. In the case of PRSD initiated transfers, the Superintendent/CEO will respect AP #335 – Transfer and Assignment; Principals and Vice Principals.

If there are no principal and/or vice principal transfer recommendations, the positions are posted as an internal and external competition.

Step #2 - Posting for Internal and External Candidate Application

The principal and/or vice principal position is posted as per PRTA collective agreement and advertised internally and externally as PRSD administrative procedure guidelines. Posting and advertisement timelines may vary from competition to competition.

The Human Resources Manager is responsible for the posting and advertisement of positions and for the scheduling and coordination of candidate interviews.

Selection Committee for Posted and Advertised Principal and Vice Principal Positions

A selection committee will be appointed for each competition. The committee representation would be as follows:

- Trustees – Personnel Committee Chair and/or Personnel Committee designate, School/Ward Trustees
- Superintendent/CEO
- Assistant Superintendent
- Principal for Vice Principal Competitions

Shortlisting of Applicants – Principals and Vice-Principals

The Superintendent/CEO, in consultation with the Assistant Superintendent and Director of Student Services, will prepare a recommended short-list of candidates. The prepared short list will include those candidates who have the required instructional skills, managerial skills, and experiences as identified in the job posting that would best serve the school's leadership requirements.

The Superintendent/CEO will present the prepared short-list to the selection committee. The Superintendent/CEO will also present a list of those applicants who were not short-listed and the reasons why the applicants were not short-listed.



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A final short-list will be agreed upon by the selection committee.

Interview and Selection Process

The selection committee will conduct interviews with approved short-listed candidates.

If there are no qualified candidates for the interview, the selection committee will determine the next course of action.

When interviews are completed, the following process shall be followed:

1. Each committee member will have the opportunity to speak about each candidate and will have the opportunity to rank each candidate. (For vice principal competitions, the principal will have completed his/her contribution at this time)
2. The Superintendent/CEO, or designate, will then share reference check information with the selection committee.
3. The selection committee will endeavor to reach a consensus decision regarding the successful candidate.

If a consensus decision can't be reached, the selection committee will then have three options:

1. Re-Interview candidates
2. Repost and re-advertise the position
3. Appoint an "Acting" principal and/or vice principal and repost and re-advertise at a later date; process could include transfers of current principal and vice principals

Appointment of Principal or Vice Principal

The Superintendent/CEO will present the recommendation to the Board of Trustees in a confidential report at either the next Board meeting or through an emailed report.

Upon majority approval, the Superintendent/CEO will contact the selected candidate to ascertain acceptance or non-acceptance.

Communication with divisional staff and communities with regards to the selected candidate is the responsibility of the Superintendent/CEO.