

Procedure Title	Staff Appointments (Director of Education/ Supervisory Officer/ Principal/ Vice-Principal)		
Date of Issue	October 16, 2013	Related Policy	BP 7370-D
Revision Dates	May 11, 2016; September 6, 2023	Related Forms	
Review Date		Originator	Administrative Council
References			
Education Act;			

1.0 PROCEDURE

- 1.1 The interview committees for the positions of director of education, superintendent, principal, and vice-principal will include trustees, as well as staff members as identified in each category listed below.

a) Director of Education

- i. For the position of director of education, the Board of Trustees will:
 - a. initiate a search for the position of director of education through board resolution;
 - b. determine whether they will utilize a search firm; and
 - c. hold interview with applicants.
- ii. Director of education appointments will be made by board resolution.
- iii. The exiting director of education will not take part in the appointment process.

b) Supervisory Officer

- i. For the position of supervisory officer, a committee consisting of the director, as chair; the chair of the board; vice-chair of the board; and a minimum two supervisory officers will interview a short list of candidates.
- ii. The exiting supervisory officer will not take part in the appointment process.

c) Principal and Vice-Principal

- i. A Principal/Vice-Principal Staffing Committee will be established to interview candidates. The committee will consist of:
 - a. the director of education, or designate, as chair;
 - b. the supervisory officer responsible for human resources services;
 - c. a minimum of two supervisory officers, as designated by the director of education; and
 - d. the chair and the vice-chair of the board (or alternate, as required).
- ii. Interviews for principal and vice-principal will be scheduled; The number of candidates interviewed will be established by the director of education, in consultation with the appropriate supervisory officer(s).
- iii. Candidates, who were successful but not appointed, based on initial projected vacancies, may remain available for subsequent appointments.