

STAFF RECRUITMENT – CERTIFICATED ADMINISTRATORS

Background

The Division strives to select the best administrative leaders for the Division based upon several factors including talent, knowledge, skills and fit for the position.

The Division believes that the quality of education received by Division students is directly related to the quality of designated leadership staff appointed.

The Division is committed to the application of a fair and thorough leadership recruitment process.

Procedures

1. The basic criteria to be considered in selecting administrators for designated leadership positions are:
 - 1.1. Professional preparation and experience;
 - 1.2. Professional achievement and contribution including evidence of leadership ability;
 - 1.3. Verbal and written references;
 - 1.4. Commitment to the Division philosophy, mission, vision, core values and beliefs.
 - 1.5. Administrative leadership abilities regarding instructional leadership, spiritual leadership, decision-making, organizing, planning, communicating, coordinating, managing and evaluating.
 - 1.6. Human relations skills including the ability to develop positive relations with students, staff parents, parishes, community and others.
 - 1.7. Further education in graduate studies will be considered an asset, with a focus on completing the requirements for the Leadership Quality Standard.
2. All designated appointments are appointments to the system not the specific school or site.
3. The Superintendent will ensure that a recruitment and selection process is in place to fill administrative designated leadership positions in order to fulfill the Division's philosophy, mission, vision and beliefs.
4. The Superintendent is responsible for initiating recruitment procedures as required, completing reference checks and short listing candidates to be considered for all positions except for that of the Superintendent.

5. The superintendent shall select and designate appointments for principals and vice-principals. These appointments shall be reported to the Board as information.