

REGULATION #7500.1 RECRUITMENT, SELECTION AND APPOINTMENT OF PRINCIPALS AND VICE PRINCIPALS

The superintendent is responsible for developing specific recruitment and selection procedures and for recommending candidates to the Surrey Board of Education. The following recruitment and selection process will normally apply to school-based principal and vice principal positions.

1. Recruitment

The Superintendent's Department, Directors of Instruction, in consultation with principals, and vice principals, are responsible for identifying those teachers and vice principals who demonstrate emerging leadership skills.

2. Screening

Stage 1: Applications are reviewed by the Superintendent's Department with consideration given to key factors such as the applicant's range of teaching experience, academic preparation, demonstrated school leadership, previous performance reviews, and any other relevant information.

Stage 2: Confidential reference checks are conducted for selected applicants. This process will be primarily guided by the professional observations of the principals and vice principals who have direct knowledge of the applicant's leadership work. A final screening of these applications will be conducted by the Superintendent's Department. After reviewing the additional information gathered, those applicants who best meet the criteria for selection will be identified for the selection committee's consideration.

The screening process and related information will be made available to the superintendent and the board as needed.

3. Selection

Selection committees are established by the superintendent or designate.

At its initial meeting, the committee will review information from the screening process. The committee members will consider all relevant information available regarding each applicant to be interviewed.

The selection committee will interview the selected applicants.

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The committee will recommend to the superintendent those applicants who demonstrate leadership capacity as well as the potential to develop their skills further. Recommended candidates, after review by the superintendent, will be brought to the board for placement in an administrative pool. Board approval of placement in the pool will be confirmed with the individual candidate.

4. Appointment and Assignment

As a vacancy occurs, the superintendent will identify, from the administrative pool, the candidate most suitable for the assignment. The area assistant superintendent is responsible for providing information regarding key priorities and needs of the particular school community as articulated by the school's staff, parents, and as highlighted in the School Plan.

The superintendent will recommend to the board the appointment to the district and the initial assignment of the appropriate candidate from the administrative pool.

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