

Policies and Procedures

Section One - The School

## **130.5 Division Principals**

### **Policy 130.51 - Division Principal Selection Process**

#### **Introduction**

The Board of Directors recognizes the important role of the Division Principal in ensuring the provision of quality educational programs to students. The Board is therefore committed to ensuring that the best candidates for Division Principal positions are selected and placed to best meet the needs of the school.

#### **Policy 130.51**

**The Head of School shall be responsible for the recruitment and selection of the Division Principals.**

#### **Guidelines**

1. The Head of School will develop a profile and selection process for a Division Principal position.
2. The Head of School will prepare an advertisement, considering the profile, which will be advertised externally and internally.
3. The detailed job description (policy 550.20 – Division Principal) will be made available to any candidates and the Head of School will use this document as a framework for the interview process.
4. The Head of School will develop the shortlist of applicants who will be interviewed by the Selection Committee.
5. The Selection Committee, comprised of senior staff appointed by the Head of School and at least one member of the Board will interview the shortlisted candidates.
6. The Superintendent shall give final approval for the selection by the Head of School.

Approval Date: November 9, 2022