



File GDH

**SELECTION PROCESS FOR THE POSITIONS OF
PRINCIPAL/VICE-PRINCIPAL/SUPERVISOR**

The Superintendent shall recruit the best possible applicants for administrative positions. He/she shall post notices of all such vacancies as they occur in all school buildings and advertise such positions by way of the appropriate news media.

During interviews by the Superintendent's Department for a Principal, Vice-Principal or supervisor, members of the Administration, Personnel and Public Relations committee shall be in attendance. The committee members may choose to be active participants in the interview process or simply act in an observatory capacity. At the completion of all interviews the Superintendent's Department shall make the final nomination to committee. The committee will recommend the selection to the Board.

While the Board may accept or reject this recommendation, appointment of a Principal, Vice-Principal or supervisor shall be valid only if made on the nomination of the Superintendent. In the case of rejections, it is the duty of the Superintendent to make additional nominations to the committee for Board approval.

Other administrative personnel, as decided by the Administration, Personnel and Public Relations committee, may also be involved in the interviews.

The Superintendent shall give consideration to the recommendations of the respective Principal(s) prior to nominating candidates for supervisor and Vice-Principal.

All Trustees shall be informed of the time, date and location of the Administration, Personnel and Public Relations committee interviews and may attend such interviews at their own discretion.

In urgent situations the committee of Administration, Personnel and Public Relations in consultation with the Board Chair may direct the Superintendent to make an offer for employment prior to formal Board approval.