

ADMINISTRATOR SELECTION

Background:

Administrators best qualified to maintain the Division's high standards shall be selected in a fair and equitable manner.

Definitions:

Administrators:

include the Superintendent, Associate Superintendent, Secretary-Treasurer, principals, directors, assistant principals, assistant directors, consultants and Central Services supervisors.

Supervisor:

is an individual in a supervisory capacity such as the Superintendent, Associate Superintendent, Principal or Director.

Procedures:

1. The process of selection of the Superintendent, Associate Superintendent and Secretary-Treasurer are delineated in [Board Policy 16: Recruitment and Selection of Personnel](#).
2. Administrator selection is the responsibility of the position's supervisor. The duties may be delegated, but accountability remains the responsibility of the supervisor.
3. The role of Human Resources personnel in the selection process of all other administrative positions is that of facilitator, co-ordinator and advisor.
4. Administrative positions shall be advertised internal or external, or appointed, depending on such circumstances as timing and Division staffing needs.
5. Administrative positions requiring a valid Alberta teaching certificate shall require:
 - 5.1. successful teaching experience;
 - 5.2. a master's degree is an asset; and
 - 5.3. consideration is given to completion of, or enrolment in, the Division's leadership program.
6. Other administrative positions shall require the appropriate education, accreditation and experience.
7. The supervisor shall, in consultation with the Associate Superintendent of Human Resources, develop a shortlist of applicants.
8. The supervisor shall be responsible for the selection process including advertising, shortlisting, interviewing and reference checking. The Associate Superintendent of Human Resources or designate shall be involved in the interview.
9. Upon approval of the Superintendent, the supervisor shall make the offer of employment and notify unsuccessful candidates. The official contract shall be created and sent by the Associate Superintendent of Human Resources.
10. The initial appointment to an administrative position for certificated staff shall be probationary for a period of two school years.

11. Appointments of all administrative positions requiring a valid Alberta teaching certificate shall be term specific.
12. Probationary periods for Classified Leadership Group members shall be followed as specified in the [Handbook for Classified Leadership Group Personnel](#) (Appendix 457-A).
13. In the event it is necessary to make an appointment during the course of the school year, the appointment may be on an acting basis for the duration of the school year, or the position may be advertised and filled. Acting positions will be posted at the end of the term.
14. All formal, written employment offers and contracts shall be confirmed in writing by the Associate Superintendent of Human Resources.
15. All documentation respecting employment decisions including:
 - 15.1. applications;
 - 15.2. a list of the interview questions;
 - 15.3. summary notes from the interview; and
 - 15.4. reference checks

shall be submitted to the Associate Superintendent of Human Resources and kept on file for two years.

16. The Associate Superintendent of Human Resources shall announce newly filled administrator positions in a timely manner.

Reference:

Section 52, 53, 55, 68, 197, 198, 199, 202, 203, 204, 205, 222, 225 *Education Act*
Alberta Human Rights Act
Employment Standards Code
Labour Relations Act