

**Administrative Procedure 4006*****Assignment and Selection of Vice-Principals*****Preamble**

The Board of Education recognizes that the assignment and selection of vice-principals is an important function. Vice-principals are appointed to the district and will be assigned by the board to the position that the board feels is an appropriate match to the needs of schools and of the district. Vice-principals are considered to be working with the principal of a school in support of student achievement. There are benefits to assigning vice-principals to different schools. New assignments can expand experiences and provide schools with the expertise and leadership offered by the vice-principals from other schools in the district. In making vice-principal appointments, the Board must determine the qualities and the potential that a person would bring to the position.

The board believes that the first consideration in the assignment of vice-principals must be for the educational leadership needs of the district and its schools in support of student achievement. The board also believes that consideration must be given to the benefits that a change in assignment will provide individual vice-principals as well as the expertise and leadership that such vice-principals will bring with them to new assignments. In the assignment of a vice-principal to a school, the board will consider vice-principals who are currently in the district. After any reassignment of current vice-principals, further vacancies may be posted or individuals may be assigned from the candidate pool.

**Guiding Principles**

1. Vice-principalships are considered to be district appointments with assignments to a school as determined by the board. Vice-principals are considered key educational leaders in the schools and within the district.
2. As vacancies occur, processes will be in place to allow the superintendent to make any change in assignments that is appropriate prior to determining the process to fill the position.
3. In addition to the opportunities provided through vacancies, the board will consider other options for vice-principals to gain experience in other schools. To this end, a review of assignment and career plans will take place with vice-principals annually or more frequently at the request of the vice-principal or the superintendent.

4. The superintendent will consider the impact of more than one administrative change from schools with an administrative team of two or more members. The superintendent recognizes that it may not be beneficial to the school community for the entire administrative team to be transferred out of the school in the same school year.
5. Staff and parent representatives will be involved in providing feedback which will assist the board in the selection processes for vice-principal positions.
6. Whenever possible, filling of vacant vice-principalships will follow the step by step approach outlined in this policy. The board may waive the stipulations of some or all steps of this administrative procedure should it deem such action appropriate to the circumstance.

### **Administrative Procedures for the Assignment of Vice-Principals**

1. Each year as part of their Annual Growth Plan review, vice-principals will submit a Career Plans Form indicating their interests for possible administrative placement in the following year. This may include requests for assignment to different schools, levels, or an indication of interest in opportunities in a different district. In addition, vice-principals will be asked to share retirement plans for the subsequent year with the Superintendent by January 31, or as soon as possible, to insure a timely selection of another administrator to fill their position. Reassignment date may either be mid-year or year-end as determined by the superintendent.
2. In addition to the annual requirement to indicate a preference for administrative placement, vice-principals may meet with the superintendent and other senior district staff at any time during the year to discuss career aspirations or to elaborate on information provided in their Career Plans Form. Vice-principals may normally be considered for a reassignment based on operational needs of the district or a specific school and/or if they have been in their current assignment for more than 5 years.
3. As part of the district's preparation for the coming year, vice-principals who are being considered for a change in assignment will be consulted as early as possible in the planning cycle. It is important to note that this consultation can occur at any time during the year but all consideration will be given to appropriate and early consultation. This consultation will occur prior to a decision being made by the Superintendent.
4. All vice-principals moving into a new assignment may request to meet with the superintendent to discuss the proposed change in assignment.
5. Due to time constraints or emergent factors, the board may from time to time create a term vice-principalship of specified duration, and appoint a person the Board determines to be best suited to the role pending the full processes contemplated by this policy. Such process will take place within 6 months of the beginning of the term appointment.
6. If after considering school and district needs, a vice-principal vacancy may exist in a school. The superintendent and/or other senior district staff, and the principal may request input from staff and PAC at the school and about any specific concerns or priorities that the staff or PAC may have

in regard to the vacant vice-principal position. For vacancies at senior secondary, students may also be involved in the consultation.

7. The superintendent, assistant superintendent, and principal representatives will interview the shortlisted candidates for the purpose of hiring a qualified candidate.
8. Candidates who have been successfully screened, shortlisted, interviewed and selected are assigned to the District Eligible Administrator Pool (DEAP). Internal applicants may remain in the pool for two (2) years. External applicants remain in the pool for one (1) year. After one (1) year, the external applicants are reviewed and their references checked. Positive references allow external applicants to remain in the eligibility pool for a second year.
9. After being in the pool for two (2) years, all applicants must re-apply. An extension may be provided to individuals within three (3) months of the end of the two (2) year period subject to current references being provided.
10. At any point in time a candidate may request to be removed from the Administrator Pool.
11. Vice-Principal positions are district appointments but with initial assignment indicated (e.g., Comox Valley Schools is searching for a secondary school vice-principal with the initial assignment being the XYZ Secondary School.)
12. The superintendent or designate will inform the principal and then the selection committee of the decision on the successful applicant in the competition and then will send an email announcement to all school administrators in the district and the Board on the result of the competition.