

SYSTEM LEADER AND SCHOOL LEADER STAFFING

Background

School Leaders and School Jurisdiction Leaders play a fundamental role in establishing and supporting the conditions under which optimal learning and quality teaching occurs for learners. The Division staffing processes for System Leader and School Leader positions are designed to ensure that schools are served by leaders who consistently provide quality leadership in keeping with each school community's context and the Alberta Education Leadership Quality Standard through appointment, transfer or competition.

The Superintendent is responsible for the administration of this administrative procedure.

Definitions:

System Leader - means a central office staff member, other than the superintendent or chief deputy superintendent, required by their leadership position to hold an Alberta teaching certificate and leadership certificate.

School Leader – means principal or vice-principal required by their leadership position in Foothills School Division to hold an Alberta teaching certificate and leadership certificate.

Procedures

1. Selection Criteria

Four (4) general criteria guide Division leadership recruitment and selection processes to ensure that Division system leader and school leaders are accomplished teachers who provide quality leadership in the provision of optimum learning and opportunities for the development of all students in Division schools.

- 1.1 Successful Teaching Experience – administrative candidates must provide evidence of successful and respected teaching experience.
- 1.2 Quality Leadership – School Leader and System Leader candidates must provide evidence of successful and respected educational leadership experience in relation to Administrative Procedure 431 – Leadership Quality Standard.
- 1.3 School Leadership Profile Alignment – School Leader candidates must provide evidence of successful and respected educational leadership experience in relation to the applicable School Leadership Profile.
- 1.4 Graduate Studies – preference will be given to School Leader and System Leader candidates who hold Masters Degrees in education, leadership, curriculum or related fields.

2. System Leader Staffing

- 2.1 The following process will be followed for the Assistant Superintendent system leader positions:

- 2.1.1 The Superintendent shall be responsible for the creation of a shortlist of candidates for these positions.
 - 2.1.2 The Board and the Superintendent shall constitute the interview team.
 - 2.1.3 The decision will normally be made by consensus of the interview team. The Superintendent will have the final choice.
 - 2.1.4 These positions shall have a role description and each person occupying one (1) of the positions shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
 - 2.2 The Superintendent is delegated full authority to recruit and select staff for all Division Office positions including system leadership roles other than the senior administration level detailed in 2.1
3. School Leader Staffing Sequence
- Other than the positions described above, the Superintendent is delegated full authority to recruit and select staff for all positions. For each School Leader administrative position to be staffed, the Superintendent will:
- 3.1 Inform the Board of the position to be staffed.
 - 3.2 Develop a School Leadership Profile for the position.
 - 3.3 Determine whether the position will be staffed by appointment, transfer, internal competition or simultaneous internal and external competition.
 - 3.4 Develop, communicate and implement a recruitment plan to staff the position.
 - 3.5 Select the most suitable candidate.
4. School Leadership Profile
- 4.1 For each School Leader administrative position to be staffed, the Executive Team will develop a School Leadership Profile that details contextually relevant educational leadership knowledge, skills and attributes.
 - 4.2 In most cases, a Principal Profile will be developed in consultation with trustees, school staff, students (where appropriate) and the School Council.
 - 4.3 Vice-Principal Profiles are generally developed in consultation with the Principal.
5. School Leader Transfers and Appointments
- 5.1 The Superintendent is authorized by the Education Act to transfer a Principal or Vice-Principal from one school to a position with the same designation in another school.
 - 5.1.1 The Superintendent is also authorized by the Education Act to appoint individuals who qualify under section 1 of this administrative procedure.
6. Vice Principal Applicant Pool.
- 6.1 The Superintendent may at their discretion direct a recruitment process for Vice Principals that includes the establishment of a Vice Principal school leader pool.
 - 6.2 When a Vice Principal Pool is established, successful applicants to the pool will be placed in the pool for a maximum of 24 months. Should pool candidates not be assigned to a Vice Principal position, they would be required to re-apply for future Pool or position postings for Vice Principal.
 - 6.3 Successful selection to the Vice Principal Pool does not guarantee candidates will be assigned to a school leader role.

7. Administrative Recruitment

- 7.1 A specific recruitment plan will be developed and communicated for all administrative positions that are not being staffed by Superintendent appointment or transfer.

8. Administrative Selection

- 8.1 The Superintendent is responsible for the selection of Division School Leaders. A Selection Advisory Panel, including the Superintendent, will interview candidates and offer feedback to the Superintendent. The Superintendent will make consider the feedback from the advisory panel and make the final selection.
- 8.2 Selection Advisory Panel – Principal Competition
 - 8.2.1 Assistant Superintendent(s).
 - 8.2.2 One (1) School Council representative.
 - 8.2.3 Ward trustee.
- 8.3 Selection Advisory Panel – Vice-Principal Competition
 - 8.3.1 Assistant Superintendent(s).
 - 8.3.2 Principal (when school specific).

9. Contracts of Employment

- 9.1 All newly appointed principals and vice-principals are appointed to the Division and are required to serve a two (2) year probationary period.

10. Administrative Continuity and Mobility

- 10.1 The Division embraces the concept that administrative mobility is positive, productive and necessary in maintaining exemplary administrative leadership in each school within the Division. At the same time, the Division believes that some continuity in school leadership is desirable and can be supportive of overall school success.
- 10.2 Administrators who have been in their current assignment for more than seven (7) years are to, in consultation with the Executive Team, consider opportunities associated with movement to a new Division leadership challenge.

Reference: Relevant Legislation & Guidelines