



PRINCIPAL APPOINTMENT GUIDELINES

Preamble: These guidelines are in accord with the **Principal Appointment Policy** approved by the School Board on **15 March 2021**.

- Guidelines:**
1. The Appointment Panel for the Principal position will consist of all the School Board members if possible, and one Deputy or Assistant Principal.
 2. Usually, the Chair of the School Board will chair the Appointment process.
 3. A nominated Education consultant may be required to assist the Appointment Panel when and where necessary.
 4. The School Board may seek input from the staff and the school community regarding required qualities for a new Principal.
 5. The School Board will discern the most appropriate qualities and competencies required for a new Principal and set the interview process, criteria and questions.
 6. All applicants will be notified when their application has been received and will be duly informed of the process that follows.
 7. Applicants will be shortlisted and interviews determined.
 8. Unsuccessful interview applicants will be notified within 24 hours of the shortlist being determined.
 9. Interviews will be held on one day, if possible.
 10. Once interviews have been conducted, the Appointment Panel will use consensus to reach a decision.
 11. The chair of the Appointment Panel will seek input from the preferred candidate's (candidates') Referees.
 12. A visit to the preferred candidate's (candidates') current school(s) by a maximum of 2 Board members is highly recommended.
 13. Once a final decision has been made, the Chair of the Board will offer the position to the preferred candidate and upon acceptance of the appointment in writing, all official documentation will be forwarded within 7 days.
 14. If the School Board decides not to appoint, the position is to be re-advertised at an appropriate time.
 15. Original CV's may be returned to all applicants.
 16. All other unnecessary documentation will be duly destroyed.

Review: 2024
These Guidelines will be reviewed in accord with the review of the School Board's Principal Appointment Policy.