

AP 420 – Selection and Appointment of School Administrators

Background:

Strong leadership at both the school and District level is central to the ongoing success of the District. In order to ensure that leadership succession is well planned, the District will identify and encourage potential candidates for administrative positions from both within the organization and from other school districts. The District Leadership Team will make every effort to see that the very best candidates for leadership in British Columbia are made aware of administrative opportunities in West Vancouver.

Procedures:

1. In most cases, vacant or newly created positions will be advertised and a competition held. The competition may be open to internal candidates only or open to internal and external candidates. Competitions may be held for vacant positions or held to establish a pool of candidates for a designated period of time.
2. The Superintendent or designate will prepare a list of criteria and appropriate qualifications for each position. A short-listing committee, chaired by the Superintendent or designate, including members of the District Leadership Team, as well as representatives of the West Vancouver Administrators Association, the West Vancouver Teachers' Association, and the West Vancouver District Parent Advisory Council will provide feedback on the candidates. The Superintendent will finalize the short-list of candidates to be interviewed.
3. An interview committee, established by the Superintendent will conduct the interviews of short-listed candidates
4. The Superintendent will finalize the selection process.
5. On occasion, when it appears in the best interest of the District, the Superintendent may appoint an individual to an administrative position without competition.