



# ADMINISTRATIVE PROCEDURES

**SUBJECT: SELECTION PROCESS FOR SCHOOL ADMINISTRATORS**

## INTRODUCTION

The intent of an Administrator Pool is to identify candidates for a position and pre-select potential leaders for when needs arise. As such, the Principal Pool will consist of all current LKDSB Vice-Principals who have self-identified their interest in the Principal position. For the Vice-Principal Pool, LKDSB will issue a posting and implement a selection process as indicated below.

## APPLICATION

1. Human Resources' staff will publish a posting for applications to the Vice-Principal Pool on an annual basis, or more often as determined by the Superintendent of Education responsible for staffing.
2. Applications will be considered from those who will have Principals' Qualification Program Part 1 completed prior to the start of the next school year.
3. Postings will be a standard format clearly indicating education and experience required. Postings will also refer applicants to this Administrative Procedure.
4. Applications will be considered from both internal and external candidates.
5. The list of candidates may be short-listed based upon the submitted packages and considering qualifications and experiences.

### Selection Components

6. Candidates scoring will be based on the following criteria:

Cover Letter/Resume	15%
Supervisor's Report	40%
Presentation	15%
Interview	30%

### Resume Package

7. A Superintendent of Education or designate will score the resume package.
8. The application package will include a cover letter, a resume highlighting leadership experiences, and a copy of the applicant's Ontario College of Teachers' Certificate of Qualification..

### Supervisor's Report

9. The Principal/Supervisor will discuss the Supervisor's Report with each qualified candidate and provide an opportunity for input. The Principal/Supervisor will submit the report directly to the Superintendent of Education – Human Resources by the posting closing date.
10. To promote consistency among applicants, a Superintendent of Education or designate will consult with the Principal/Supervisor of each candidate to finalize the report.

### **Interview**

11. Human Resources' staff will inform candidates of date, time and location for interviews and will provide any pertinent instructions.
12. Interviews will be a pre-determined 50 minutes in length including up to 20 minutes for a presentation.
13. The Interview Team will consist of the Director of Education (or designate), two (2) Superintendents of Education and two(2) Principal.
14. The interview presentation will be based on a current educational topic. Applicants will have one week prior to the interview to prepare the presentation.
15. The Superintendent of Human Resources will bring an Information Report to a private session of the Board which identifies the successful candidates for inclusion in the Vice-Principal Pool.
16. Candidates will be notified by a Superintendent of Education within one week of the Information Report going to Board.
17. A third party reference investigative check for external hires of Vice-Principals will be conducted before an offer of employment is made.
18. Successful applicants will be placed into the Vice-Principal Pool for the balance of the current school year plus three additional school years. At the conclusion of this term, a one-time one-year extension will be considered upon the completion of an updated Supervisory Report.
19. Opportunity for a debriefing will be provided by a Superintendent of Education or designate.
20. Principals and Vice-Principals who are not currently employed by the Lambton Kent District School Board must be interviewed by the Superintendent of Human Resources before being placed on the Occasional Administrator's List. An in-service of LKDSB Administrative Procedures will also be delivered by the Superintendent of Human Resources.
21. Experienced Principals from other districts within Ontario may apply directly to the Superintendent of Human Resources for consideration for principal placement within LKDSB. Candidates navigate a similar process as described above, including a Supervisor's Report and interview.

Implementation Date: March 20, 2002  
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April 6, 2010  
February 1, 2011  
January 7, 2014  
October 19, 2015  
October 3, 2016

Reference: