

APPOINTMENT OF ADMINISTRATIVE AND SUPERVISORY PERSONNEL

Statement of Policy

The Peel District School Board approves the establishment of guidelines for the appointment of supervisory and administrative personnel. Since the Board holds the senior administrative staff responsible for the quality of the programs offered and the services rendered, the authority for interviewing and recommending the appointment of personnel rests with the Director of Education or those to whom such authority is delegated in accordance with the following regulations.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy (Policy 51) and the Equity and Inclusive Education policy (Policy 54). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

Administrative Regulations

1. Appointment of Senior Supervisory Staff

- 1.1 Appointments to senior supervisory staff positions shall be preceded by interviews arranged at the convenience of a committee designated by the Board to carry out such interviews. This committee will include four trustees, the Director of Education, the Associate Director, Instructional & Equity Support Services, the Associate Director, School Support Services, the Associate Director, Operational Support Services and the Chair of the Peel Association of Administrative Officials (PAAO) or designate, and such additional staff as the committee may direct. Following the interview, the Director will submit recommendations on any appointment to the Board. Notwithstanding any recommendations of the Interviewing Committee, the Director may make recommendations to the Board.
- 1.2 The following factors shall be considered in assessing candidates for appointment:
 - a) Academic qualifications.
 - b) Length of successful, professional experience in related field within and/or outside the Region.
 - c) Breadth of experience – a broad background of experience in related fields, and in both elementary and secondary schools for academic personnel.
 - d) Demonstrated capability of the candidate to assume greater responsibility.
 - e) Personal and professional qualities.
- 1.3 When the Board appoints a committee to search for candidates for senior administrative positions, interviews of the top three candidates must be conducted by the search or interview committee.

- 1.4 For purposes of this policy, senior supervisory staff will include:
 - Associate Directors
 - Superintendents
 - Controllers
 - Director of Communications and Community Relations Support Services
 - Chief Information Officer
- 1.5 Notwithstanding the above, the Board reserves the right to appoint persons to temporary positions within the organization at the senior supervisory staff level without referring to interviews.
- 1.6 For lateral moves within the organization at the senior supervisory staff level, interested (internal) applicants will participate in a process where a suitable candidate will be selected.

2. Appointment of a Director

The identification and selection of a new Director of Education will involve establishment of a committee of trustees to search and screen candidates for consideration of the Board.

3. Appointment of Principals and Vice-Principals

- 3.1 Advertising of vacancies to be in accordance with the Board's Promotion Process, by the Superintendent of Leadership Development & School Support Services.
- 3.2 Applications shall be reviewed by the Superintendent of Leadership Development & School Support Services.
- 3.3 Final interviews shall be arranged at the time suitable to the panel of interviewers.
- 3.4 The interview shall consist of the following Board personnel:
 - a) A minimum of one Trustee as named by the Board. Such Trustee, when named, shall serve for at least one year. The Board may name an alternate.
 - b) Senior Administrative staff designated by the Superintendent of Leadership Development & School Support Services.
 - c) Chair (or designate) of the appropriate Principals' or Vice-Principals' Associations.
- 3.5 A quorum shall consist of four members.
- 3.6 The Committee shall make its recommendations to the Superintendent of Leadership Development & School Support Services, or designate.

4. Assignment of Principals

4.1 New Schools

4.1.1 Principals will normally be assigned to new schools, as follows:

- a) for secondary schools, on the first day following the winter break prior to the September in which the school is to open.
- b) for elementary schools, on the Monday following the March break prior to the September in which the school is to open.

4.1.2 One Vice-Principal will normally be assigned to new secondary schools at the beginning of Semester 2 of the year prior to the September in which the schools are to open.

4.1.3 As required a second Vice-Principal will be assigned to new secondary schools for the September opening of the school.

4.2 Established Schools

4.2.1 Principals and Vice-Principals will be appointed or assigned to established schools as needs arise.

5. Other Appointments

The Director or those to whom responsibility has been delegated shall have authority to arrange interviews and make appointments to approved positions below the levels specified in this policy.

6. Travelling and Moving Allowances: Relocation of Senior Supervisory Staff

6.1 Travelling Allowance

Persons travelling in excess of 240 kilometres for the purpose of being interviewed by the Peel District School Board for senior administrative positions (as listed in Item 1.4) will be reimbursed for all real and reasonable expenses. Mileage and hotel accommodation shall not exceed the Board's allowance for travel as per Policy 40.

6.2 Moving Allowance

Persons hired for senior administrative positions may be paid a relocation allowance at the discretion of the Director of Education. Such allowance may be paid provided that the candidate is moving his/her place of residence to Peel from a distance of more than 80 kilometres.

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