

MEDICINE HAT SCHOOL DISTRICT NO. 76**ADMINISTRATIVE APPOINTMENTS****BACKGROUND**

The Board believes school administrators are educational leaders in the school. The school administrators must maintain a district perspective and fulfill obligations to the Board. School administrators, in cooperation with all stakeholders, make decisions in the best interest of students. School administrators must make decisions, rules and regulations that are consistent with The School Act, Alberta Education Regulations and School Board policy.

POLICY

The selection and appointment of administrators rests with the superintendent of schools.

GUIDELINES

1. The selection of individuals to fill administrative positions shall include appropriate consultation with representatives of the School Council, school staff and district staff.
2. Transfers will be given consideration.
3. Any vacancies shall be through open competition.
4. The superintendent of schools will be responsible to make the final decision in all administrative appointments.
5. School administrators are appointed to the district and may be assigned to positions at both the school and district level.

**Approved & Adopted:
June 1, 2004**

**Revised:
October 2, 2007**

**Revised:
December 21, 2010**

References

Alberta School Act: 19, 61, 92, 93, 96, 113, 116, 117

District Policies:

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: Filling Administrative Appointments	POLICY REFERENCE: 303 - Administrative Appointments
PROCEDURE CODE: 303 P 001	

PROCEDURES:

1. As a general rule, administrative vacancies will be filled through competition, however, transfers will be considered.
2. In emergent circumstances, the Superintendent may approve the appointment of an administrator without competition. In such circumstances, the appointment will be of an acting or temporary nature only.
3. For administrative appointments at the district level, the Superintendent of Schools will be directly involved.
4. For Associate Superintendent appointments at the district level, one trustee will be directly involved.
5. In the event that it becomes necessary to fill an administrative appointment at the school level, the Associate Superintendent – Human Resources will act as the designate of the Superintendent.
6. Appointment to the following positions shall be district appointments:
- principals, consultants, coordinators, supervisors, directors and vice principals.
7. Administrative vacancies will be advertised internally and externally.
8. The Superintendent or designate will consult with appropriate stakeholders to determine the specific needs of a site or school for the new administrator. ***This consultation will include the Board developing a list of characteristics that they would want to see in a District Principal. This will be done at the January meeting of each year.***
9. The Superintendent or designate will establish an interview committee consisting of appropriate stakeholder representatives which will undertake an advisory role in the selection process.
10. The initial appointment for administrative positions shall be a one-year probationary term.
11. Upon successful completion of the probationary term, subsequent appointments shall be as follows:

- up to a three year term for coordinators, consultants, supervisors and directors.
12. Notwithstanding this policy, the Superintendent may use alternative appointment procedures where exceptional circumstances make this necessary.
 13. Selection Process:
 - a. The Superintendent and Associate Superintendent: Human Resources will review the applicants, consider internal transfers, and, if necessary, prepare a short list to be interviewed by a Selection Committee.
 - b. All Selection Committees will be chaired by the Superintendent or designate.
 - i. For the position of Associate Superintendent, the Selection Committee will be constituted as follows:
 - Superintendent
 - Associate Superintendent: Human Resources or designate
 - one staff member (to be selected in a manner determined by the Superintendent)
 - one School Council Representative (not teachers)
 - one Administrator-at-large
 - one trustee
 - ii. For the position of Principal or Vice-Principal, the Selection Committee will be constituted as follows:
 - Superintendent
 - Associate Superintendent: Human Resources
 - Principal of the school for a vice-principal position
 - one staff member (to be selected in a manner determined by the school)
 - one School Council Representative (not teachers)
 - one Administrator-at-large (Administrator from another school)
 - iii. For the position of Director, Co-ordinator, and Consultant, the Selection Committee will be constituted as follows:
 - Superintendent
 - Associate Superintendent: Human Resources or designate
 - one Administrator-at-large
 - one certificated staff member selected from among the members directly affected by the position
 - iv. For the position of Department Head or alternative administrative positions, the Selection Committee will be constituted as follows:
 - Superintendent or designate
 - Associate Superintendent: Human Resources
 - Principal of the School
 - one certificated staff member selected from among the members directly affected by the position
 - c. The Selection Committee will:
 - i. recommend a candidate to the Superintendent
 - ii. determine by consensus if possible.

The Superintendent will be responsible to make the final decision in all Associate Superintendent, Principal, Vice-Principal, Director, Co-ordinator, and Consultant positions.

The Principal will be responsible to make the final decision in all Department Head or alternative administrative positions.

- iii. The candidate may, without prejudice, withdraw his/her nomination at any time up to the time the appointment is made.
- iv. Members of the Selection Committee must adhere to the strictest level of confidentiality. Failure to do so may result in disciplinary action by the Board or the Alberta Teachers' Association; or legal action on the part of an aggrieved applicant.

14. Appointment:

The appointment of any administrative position will be by the Superintendent or designate.

15. Probationary Period:

- a. The first year in a Principal, Vice-Principal, or Department Head position will be probationary, subject to normal evaluation procedures. Following this time, the Superintendent or designate will determine whether the designation will be made continuous.
- b. The first year in a Director, Co-ordinator, Consultant and Lead Teacher position will be probationary, subject to normal evaluation procedures. Alternative administrative positions, including Directors, Co-ordinators, Consultants and Lead Teachers may continue after the probationary year for up to a three year term, renewed by the Superintendent.

16. Evaluation Procedure:

An evaluation procedure will be completed according to Board policy.

Approved:
February 22, 2005

Revised:
October 2, 2007
March 17, 2009
December 21, 2010

MEDICINE HAT SCHOOL DISTRICT NO. 76

ADMINISTRATIVE PROCEDURES

TITLE: School-based Administrative Positions	POLICY REFERENCE: 303 Administrative Appointments
PROCEDURE CODE: 303 P 002	

PROCEDURES

1. A school may qualify for Vice-Principals in accordance with the following sizes:
 - a. First Vice-Principal - 200 students
 - b. Second Vice-Principal - over 500 students
 - c. Third Vice-Principal - over 1000 students
2. Secondary schools qualify for Department Heads on the following basis.

Medicine Hat High School	- 7
Crescent Heights High School	- 7
Alexandra Junior High Middle School	- 2
Dr. Roy Wilson Learning Centre:	
2015-2016	- 1
2016-2017	- 0.5
Total	- 1.5
3. The Superintendent of Schools may choose to appoint alternative administrative positions such as Project Leaders, Team Leaders, or Curriculum Leaders in lieu of Vice-Principals or Department Heads. The Superintendent of Schools may also choose to make no appointments. These choices will be for a specified period, provided that the following conditions are met:
 - a. the administration allowance entitlement of a school is not diminished as a result of appointing alternative positions
 - b. if no administrative appointments are made, the allowances associated thereto are paid into the school Professional Development Fund
 - c. if the allowances paid to alternative administrative personnel are not equal to the allowance which would have been made had the regular appointment proceeded, the difference shall be paid into the school Professional Development Fund
 - d. the decision to alter the administrative structure of the school is recommended by the Principal; in consultation with the staff affected by the change and by the School Council of the school.

4. Determining the positions within a school:
- a. Where a vacancy occurs and the Principal decides to retain the designated administrative position(s) for the school, the selection process as outlined in section 5 4.b.ii and 5 4.b.iii below shall be implemented.
 - b. Where there is a vacancy and the Principal wishes to recommend the appointment of alternative administrative positions, the following steps must be taken:
 - i. the Principal will develop an alternative administrative structure stating the positions to be named, and the duties of each position.
 - ii. where the position being replaced is a Vice-Principal, all the certificated staff in the school will be consulted.
 - iii. where the position being replaced is a Department Head, the certificated staff in the department will be consulted.
 - iv. either plan as provided for in 5 4.b.ii or 5 4.b.iii must be submitted to the School Council for consultation.
 - c. The Principal will decide on the recommendation to go to the Superintendent or designate.
 - d. The Superintendent or designate will decide to accept the alternative administrative structure, or to retain the designated positions.

Approved:
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Revised:
October 2, 2007

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