

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 500 – Personnel and Employee Relations

**ADMINISTRATIVE PROCEDURE: FILLING ADMINISTRATIVE
APPOINTMENTS**

<i>PROCEDURE CODE:</i>	<i>508 AP 001</i>
Policy Reference: 508 – Administrative Appointments	

PROCEDURE

1. Administrative vacancies will be filled through competition, unless the Superintendent or designate has made a transfer as per Policy 520.
2. In emergent circumstances, the Superintendent may approve the appointment of an administrator without competition or official transfer. In such circumstances, the appointment will be of an acting or temporary nature only.
3. For Deputy, Associate and Assistant Superintendent appointments at the Division level, the Superintendent of Schools and one Trustee will be directly involved.
4. Appointment to the following positions shall be considered Division appointments and will include the Superintendent of Schools or one of the Executive Team as designate:
 - 4.1. Consultants, Coordinators, Supervisors, and Directors.
5. For Principal appointments, the Superintendent of Schools and one Trustee will be directly involved.
6. In the event that it becomes necessary to fill an administrative appointment at the school level (see 7.1), the Executive responsible for Human Resources may act as the designate of the Superintendent.
7. Appointment to the following positions shall be considered school level administrative positions:
 - 7.1. Vice-Principal, Department Head, Lead teacher, Counselor.
8. Administrative vacancies will be advertised internally and externally.
9. The Superintendent or designate will consult with appropriate stakeholders to determine the specific needs of a site or school for the new administrator.

10. The Superintendent or designate will establish an interview committee consisting of appropriate stakeholder representatives which will undertake an advisory role in the selection process.
11. The initial appointment for administrative positions shall be a one-year probationary term.
12. Notwithstanding this policy, the Superintendent may use alternative appointment procedures where exceptional circumstances make this necessary.
13. Selection Process:
 - 13.1. The Superintendent and Executive responsible for Human Resources will review the applicants, and, if necessary, prepare a short list to be interviewed by a Selection Committee. In the case of vice-principals, department heads, counselors and lead teachers, the principal will be involved in the short-listing process.
 - 13.2. All Selection Committees will be chaired by the Superintendent or designate.
 - 13.2.1. For the positions of Deputy, Associate, and Assistant Superintendent, the Selection Committee will be constituted as follows:
 - Superintendent;
 - Executive responsible for Human Resources or designate;
 - one staff member (to be selected in a manner determined by the Superintendent);
 - one School Council Representative (not a teacher);
 - one administrator-at-large;
 - one Trustee.
 - 13.2.2. For the position of Principal, the Selection Committee will be constituted as follows:
 - Superintendent;
 - Executive responsible for Human Resources or designate;
 - one staff member to be selected from names put forward by those directly affected by the position (minimum of 2 names will be submitted);
 - one School Council Representative (not a teacher);
 - one Administrator-at-large;
 - one Trustee.
 - 13.2.3. For the position of Vice-Principal, the Selection Committee will be constituted as follows:
 - Superintendent or designate;
 - Principal of the school;
 - one staff member to be selected by names put forward by those directly affected by the position (minimum of 2 names will be submitted);
 - one School Council Representative (not a teacher);
 - a current Vice Principal from the same school may be invited to participate in the process.



13.2.4. For the position of Director and Co-ordinator, the Selection Committee will be constituted as follows:

- Superintendent;
- Executive responsible for Human Resources;
- one Administrator-at-large;
- one certificated staff member selected from names put forward by those directly affected by the position (minimum of 2 names will be submitted).

13.2.5. For the position of Consultant, the Selection Committee will be constituted as follows:

- Superintendent or designate;
- one administrator-at-large;
- a master teacher selected from system staff.

13.2.6. For the position of Department Head or alternative administrative positions, the Selection Committee will be constituted as follows:

- Superintendent or designate;
- Principal of the school;
- where applicable, Vice-Principal(s) of the school;
- one certificated staff member selected from names put forward by those directly affected by the position (minimum of 2 names will be submitted).

13.3. The Selection Committee will:

13.3.1. recommend a candidate to the Superintendent or designate.

13.3.2. Determine by consensus if possible.

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

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

16. The candidate may, without prejudice, withdraw their nomination at any time up to the time the appointment is made.

17. 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.

18. Appointment:

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

19. Probationary Period:

19.1. The first year in a Principal or Vice-Principal position will be probationary, subject to normal evaluation procedures. Following this time, the Superintendent or designate will determine whether the designation will continue after the probationary year for up to a



five-year term, inclusive of the probationary year. Up to two of these five years may be on a probationary basis. Upon completion of the term, the Superintendent or designate will determine whether the designation will be made continuous.

- 19.2. The first year in a Coordinator, Consultant, Department Head or Lead teacher position will be probationary, subject to normal evaluation procedures. Following this time, the Superintendent or designate will determine whether the designation will continue after the probationary year for up to a three-year term, inclusive of the probationary year, which may be subsequently renewed by the Superintendent.

20. Evaluation Procedure:

- 20.1. An evaluation procedure will be completed according to Policy 510 – Teacher Growth, Supervision and Evaluation and Policy 512 – Administrator Growth, Supervision and Evaluation.

REFERENCES

[Policy 510 – Teacher Growth, Supervision and Evaluation](#)

[Policy 512 – Administrator Growth, Supervision and Evaluation](#)

Approved: February 22, 2005

Revised: October 7, 2024

