



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

ADMINISTRATION VICE PRINCIPAL HIRING – 306

Rationale

It is imperative that candidates for the position of Vice-Principal hold similar qualifications and have similar backgrounds to those who aspire to be a Principal.

Policy

The Superintendent of Schools shall be responsible for the hiring of Vice-Principals.

The Superintendent of Schools in consultation with the school principal will determine the need for a Vice-Principal based on size, grade level and composition of the school. When deemed necessary the Superintendent will inform the Board of Directors with his/her recommendation.

Moreover, the Superintendent shall ensure that candidates for the position of Vice-Principal are practicing Catholics, have a commitment to Catholic education, have demonstrated leadership potential, have demonstrated outstanding teaching qualities, and hold appropriate academic qualifications.

Procedure

1. With respect to advertising vacancies for Vice-Principal:

Initiate advertising for the position in a Catholic and secular press. Post internally for 7 days and post externally after 7 business days.

2. With respect to the qualifications of the Vice-Principal:

- a. Must be an active and practising Catholic
- b. A demonstrated commitment to the aims and goals of Catholic education
- c. The following minimum qualifications are preferred for candidates for the position of Vice-Principal:
 - Post-graduate degree educational administration or equivalent
 - At least five years teaching experience at a school in a Catholic school system.

3. With respect to the hiring of the Vice-Principal:

The appointment is the responsibility of the Superintendent who will:

- a. Initiate advertising for the position both internally and externally
- b. Appoint a selection committee which will:
 - Prepare a suitable shortlist of candidates for interview
 - Interview the candidates

4. With respect to the applications for the position of Vice-Principal:

Letter of application with resume to be submitted to the Superintendent of Schools.

Resume to include the following:

- a. The applicant's current pastor by way of the Catholic Pastoral Reference form



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- b. Letter from the applicant's current Principal
- c. A letter from a person who can attest to the Professional and personal attributes of the applicant
- d. All applications will be acknowledged in writing.

5. With respect to the selection process for the Vice-Principal:

- a. The Superintendent will confirm by phone the references of applicants who meet the minimum requirements and develop a short-list for presentation to the Selection Committee
- b. The Selection Committee will include the following:
 - A parish priest (or priest's representative)
 - A representative of Local School Committee
 - The Superintendent of Schools
 - The principal
- c. The Superintendent will short-list applicants for interview.
- d. The Superintendent will contact the candidates and arrange interview times.
- e. The Selection Committee will meet prior to the first interview to review the interview process.

6. With respect to the appointment of the Vice-Principal:

- a. After the final interview, the committee will endeavour to reach consensus on the successful candidate. If consensus is not reached the final decision will be made by the Superintendent.
- b. The Superintendent will contact the successful candidate by phone and make a verbal offer.

7. With respect to the Vice-Principal's contract:

- a. The Superintendent will have the appropriate documentation prepared and will have it forwarded to the successful candidate for signature.

8. With respect to unsuccessful candidates:

- a. Superintendent will notify all interviewed applicants the appointment has been confirmed.

Date Approved: June 2023
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