



Administrative Procedure: Selection and Appointment of Principals

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The profile of a Catholic Educational Leader is essential to the selection, appointment, transfer, supervision and evaluation of a Principal. School councils are invited to submit profiles of their expectations for their Principal when a position becomes available in their school community. This information is used as advice during the selection, appointment and transfer of Principals.

The selection process shall be initiated by the Director of Education as required. Temporary appointments to the position of Interim Principal, may be made by the Director of Education, if necessary.

The interview team will be appointed by the Director of Education. An information session will be held for the members of the Interview Process Committee prior to their work so that members will be aware of the provision of the Ontario Human Rights Code,

diversity considerations, the need for confidentiality and the voting and selection procedures.

The successful candidates shall be informed by the Director of Education and subsequently by letter. A debriefing session will be available, if requested by the candidate.

The terms and conditions of the employment of the Principal including salary and benefits shall be those applicable to the position held by the Principal and all of the terms and conditions of which the Principal and the Board acknowledge, are incorporated by reference and form part of the contract of employment.

To provide high quality educational leadership, the Board recognizes the following summary of the skills, abilities and personal characteristics required by people who are Catholic Educational Leaders.

Catholic Educational Leaders

A summary of the skills, abilities and personal characteristics required to provide high quality educational leadership.

Catholic Faith, Community, and Culture

- Builds and sustains a collaborative Catholic professional learning community that promotes a sense of collective responsibility for the worth and dignity of all members of the community.
- Promotes school programs, policies and procedures that are embedded with the fundamental concepts of human dignity, social justice and environmental stewardship.
- Facilitates prayer experiences that celebrate Catholic life and support faith formation.
- Demonstrates a strong, authentic and active faith, reflective of gospel values.

Setting Directions

- Ensures a Catholic vision is clearly articulated, shared, understood and acted upon by all.

- Ensures that strategic planning embraces the diversity, values and experiences of the school and community.
- Inspires, challenges, motivates and empowers others to carry the vision forward.
- Models the values and vision of the Board.
- Demonstrates commitment to setting and achieving ambitious, challenging goals based on a belief that all students are created in the image of God and a belief that all students can learn.

Building Relationships and Developing People

- Treats people fairly, equitably and with dignity and respect.
- Creates and sustains a caring Catholic school culture.
- Challenges, influences and motivates others to discipleship and servant leadership.
- Demonstrates confidence, optimism, hope, resilience, integrity and trust.

Developing the Organization

- Builds a harmonious community which works, reflects and prays together.
- Collaborates and networks with others inside and outside the school.
- Challenges thinking and learning of staff to further develop professional practice.

Leading the Instructional Program

- Ensures that learning is at the centre of planning.
- Ensures a consistent and continuous school-wide focus on student achievement, using data to monitor progress.
- Establish and sustain appropriate structures and systems for effective management of the school.
- Fosters faith and moral formation of students.
- Demonstrates commitment to sustaining a safe, secure and healthy school environment.

Securing Accountability

- Ensures individual staff accountabilities are clearly defined, understood, agreed to and subject to rigorous review and evaluation.

- Develops and presents a coherent, understandable, accurate and transparent account of the school's performance to a range of audiences.
- Creates an organizational structure which reflects the school's Catholic values.
- Uses accountability frameworks include those focusing on self-evaluation.
- Demonstrates commitment to Catholic values and their implementation.