



## Replacement/Casual Principal/Vice Principal Selection Process

Board Received: January 30, 2017 Review Date: February 2021

### Policy Statement:

The Grand Erie District School Board will ensure that the selection process results in the highest quality of leadership from replacement/casual Principals and Vice-Principals.

### Accountability:

1. Frequency of Reports – As needed
2. Criteria for Success – The process for placing names on a list is consistent and streamlined  
– Sufficient numbers of individuals are selected for inclusion on the list to provide for appropriate levels of administrative staff support.

### Procedures:

1. Applicants must submit a cover letter and resume indicating their interest in being added to the Replacement/Casual List. Applications should be directed to the Superintendent of Education (Human Resources).
2. Applicants must:
  - a) be members of the Ontario College of Teachers in good standing;
  - b) submit a completed Offence Declaration (if the request to be added to the List is within 12 months of the applicant's retirement/resignation from the Board), OR an original Police Record Check (which includes a vulnerable sector search) acceptable to the Board as per HR108 Police Record Checks for Employees;
  - c) Applicants must provide a written recommendation from their most recent supervisor (Superintendent or Director).
3. An interview process, using Human Resources interview protocol, is required to determine suitability when an applicant has been an administrator (i.e. principal, vice-principal or superintendent) external to the Grand Erie DSB or has not been an administrator in the Board in the past two years. The interview team will consist of two Superintendents/Director and one Human Resources representative.
4. Executive Council will recommend to the Board those names to be added to the Replacement/Casual List.
5. As required, Executive Council shall determine placement of individuals. The Board shall be notified of long-term placements.
6. Written notice of the final decision will be forwarded to the candidate.
7. Names will be maintained on the List on an ongoing basis. However, if there is no employment with the Board for two consecutive years, the employee's name will be removed from the List. Requests to be re-added to the List may be considered after an interview is conducted to determine suitability.