

WELLINGTON CATHOLIC DISTRICT SCHOOL BOARD

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| SECTION:    | Human Resources                                  |
| SUBSECTION: | Appointment to Positions of Added Responsibility |
| POLICY:     | Appointment of Principals                        |
| CODE:       | P.HRG.L.2  |

At the meeting of June 7, 1976, the Board approved the following to be used as an interim working procedure to be used in the appointment of principals until Policy No. E-2 (placed in archives) has been revised.

1. The Wellington Catholic District School Board shall employ a staff of principals. The number of principals shall be in accordance with relevant legislation, regulations and Board policy.
2. The Board shall be kept informed of any vacancies, changes in assignment and appointments involving the staff of principals.
3. Before a decision is made on the appointment of new members to the staff of principals a short list shall be prepared by the Director, in consultation with the Board Chairman and Chairman of the Education Committee. The list shall be sent to all trustees. Any trustee who has a concern about a possible appointment or assignment shall have the right to express those concerns to the Board Chairman, the Chairman of the Education Committee and/or the Director.
4. The Director, in consultation with the Board Chairman and the Chairman of the Education Committee, shall assign each member of the staff of principals to a specific school.
5. The Director, in consultation with the Board Chairman and Chairman of the Education Committee, shall appoint new members to the staff as vacancies occur.
6. When a vacancy occurs the Director shall:
  - a) advertise the vacancy throughout the system and as widely outside the system as he considers necessary;
  - b) hold those interviews which he considers appropriate;
  - c) make any necessary assignment changes in accordance with Section 4 above;
  - d) make an appointment in accordance with Section 5 above;
  - e) send to the appointee a copy of Board Policy HRG.L.1: Probationary Periods.
7. When interviews are considered necessary the interviewing committee shall include:
  - a) the Board Chairman or his delegate;
  - b) the Chairman of the Education Committee or his delegate;
  - c) the Director and his nominee.
8. It shall not usually be considered necessary to interview any member of the staff of principals who requests a transfer.