

RATIONALE

The importance of the role of the Principal in a Catholic school necessitates the hiring of candidates with appropriate education and experience as Catholic educators and leaders.

POLICY

The Superintendent of Schools shall ensure that candidates considered for the position of school Principal are practising Catholics who possess a proven commitment to Catholic education, outstanding leadership and management skills, excellent teaching abilities, and appropriate academic qualification.

PROCEDURES

- a) Local, provincial, and national advertising for Principals will be done through the Office of the Superintendent of Schools. Short-listed applicants will receive a response.
- b) The initial screening for candidate Catholicity and competence will be done by the Superintendent of Schools who will also short-list applicants. When the interview shortlist has been established, a copy of the employment benefits package will be forwarded to each selected candidate.
- c) The names of the short-listed candidates will be forwarded to the interview team.
- d) The Superintendent of Schools in consultation with the School Council will prepare a series of questions for short-listed candidates.
- e) The interview team will be made up of a maximum of three (3) School Council designates, a designated Pastor, and the Superintendent. The role of the Pastor is to ensure the Catholicity of the candidates. The role of the School Council designates is to assist the Superintendent in making the best choice. The Superintendent will ensure that the most suitable candidate for the position is chosen.
- f) Upon the conclusion of all interviews, the team will review notes and have a discussion before a selection is made.
- g) A selection is made by the committee and School Council is informed.
- h) The Superintendent will officially notify the successful candidate, and

the other candidates that were interviewed.

- h) The first two (2) years of employment shall be deemed probationary. Once suitability for contract extension has been established, employment will be deemed ongoing subject to the provisions contained in the Catholic Independent Schools of Nelson Diocese Policy Manual.
- i)
 - a) Under extreme circumstances the Superintendent, in consultation with the Board of Directors, has the authority to directly appoint an acting principal without going through the process outlined above. This appointment is to be reviewed on an annual basis.
 - b) In the event that the temporary position becomes permanent, existing CISND Administrators would have the opportunity to be considered prior to the general posting of the position. This would also apply to temporary vice-principal positions.

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