

**SCHOOL DISTRICT 54**  
**(Bulkley Valley)**  
**ADMINISTRATIVE PROCEDURES**

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**ADMINISTRATIVE RECRUITMENT**  
**(Board Policy 4.500)**

**REGULATIONS:**

1. The Superintendent shall decide if a vacancy is to be filled through an open competition or through the reassignment of existing personnel.
2. In either case, the Superintendent shall request engage the PAC, professional and support staff and students from the school, detailing the qualities and characteristics desired in their new administrator based on the specific needs of the school.
3. For positions to be filled through reassignment of existing personnel:
  - a. Principals and Vice-Principals will be invited to inform the Superintendent of their interest in transferring to the potential vacancies.
  - b. The Superintendent will advise the Board of the outcome.
4. For positions not filled through the internal reassignment, a competitive process shall be initiated by the Superintendent.
5. A short list of 3 or 4 candidates to be interviewed shall be developed by the Superintendent.
6. An *ad hoc* Interview Committee shall assist the Superintendent in the interview and recommendation of the preferred candidate.
7. The Interview Committee shall be comprised of:
  - a. Trustees as determined by the Chair of the Board but selected to reflect the school's electoral area.
  - b. The inclusion of any interested trustee shall not be unreasonably withheld.
  - c. Superintendent and/or delegate
8. School personnel, as deemed appropriate by the Superintendent, may be invited to participate in the process but will not be involved in the decision-making process.
9. Committee members must be cognizant of the potential for conflict of interest and should there be uncertainty, seek advice from the Board Chairperson and/or Secretary Treasurer.
10. The Superintendent or delegate shall prepare questions and other relevant materials, if necessary, in preparation for the interviews. Such questions should reflect issues identified in Item 2 above, as well as best practices in human resource management.
11. The committee may make recommendations with respect to the interview process, such as sequencing of questions, format, etc.
12. All committee members must be present for all interviews. Should a committee member miss any interview or meeting, s/he will be withdrawn from the process.
13. The Superintendent shall facilitate a discussion and review of the candidates' relative strengths and weaknesses and each member may identify their preferred candidate.

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14. The Superintendent shall attempt to obtain a consensus by the committee members on the successful candidate but should consensus not be obtained; the decision shall be the Superintendent's.
15. The Superintendent shall provide the board with a report providing relevant information on process and rationale for the final decision and notify all candidates of the decision.

Adopted: February 23, 2021