

SCHOOL DISTRICT 54
(Bulkley Valley)
ADMINISTRATIVE PROCEDURES

ADMINISTRATOR 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. 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.
3. For positions not filled through the internal reassignment, a competitive process shall be initiated by the Superintendent.
4. A short list to be interviewed shall be developed by the Superintendent.
5. An *ad hoc* Interview Committee shall assist the Superintendent in the interview and recommendation of the preferred candidate.
6. The Interview Committee shall be comprised of:
 - a. A trustee as determined by the Chair of the Board;
 - b. Superintendent and/or delegate.
7. 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.
8. The Superintendent or delegate shall prepare questions and other relevant materials, if necessary, in preparation for the interviews
9. The committee may make recommendations with respect to the interview process, such as sequencing of questions, format, etc.
10. 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 Should a committee member miss any interview or meeting, s/he will be withdrawn from the process.
11. The Superintendent shall attempt to obtain a consensus by the committee members on the successful candidate, but the final decision shall be the Superintendent's.

Adopted: April 25th, 2024