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### Rationale

As a potential future Principal it is imperative that candidates for the Vice-Principal ship hold similar qualifications and have similar backgrounds to those who aspire to the Principal ship.

### Policy

The Superintendent of Schools shall be responsible for the hiring of local school Vice-Principals. Moreover he/she shall ensure that candidates for the position of Vice-Principal are practicing Catholics, have a commitment to Catholic education, have demonstrated leadership potential, have demonstrated outstanding teaching qualities, and hold appropriate academic qualifications.

### Regulation

1. With respect to **advertising vacancies for Vice-Principal:**
  - vacancies will be advertised in all Island Catholic schools. If no suitable candidates apply, external advertising will be undertaken.
  
2. With respect to the **qualifications of the Vice-Principal** the following are to be considered minimum requirements:
  - practicing Catholic
  - Bachelor of Education
  - minimum of five years outstanding teaching
  - proven commitment to Catholic education
  - B.C. College of Teacher's certificate (or be eligible for same)
  
3. With respect to **the applications for the Vice-Principal ship:** Letter of application with resume to be submitted to the Superintendent of Schools. Resume to include the following:
  - personal background
  - professional training and supporting documentation
  - professional experience
  - other professional activities
  - church and community activities
  - letters of reference to include:
    - **one from** the applicant's current pastor



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- **one** from the applicant's current Superintendent, **if the applicant is external to this system**
  - **one from the applicant's current principal**
  - others from persons who can attest to the professional and personal attributes of the applicant, **if the applicant wants further testimony**
  - all applications will be acknowledged in writing.
4. With respect to **the selection process for the Vice-Principal ship:**
- the Superintendent will confirm by phone the references of applicants who meet the minimum requirements and develop a short-list for presentation to the Selection Committee.
  - the Selection Committee will include the following:
    - a parish priest
    - a representative of Local School Council
    - a Superintendent of schools
    - the school Principal
    - a representative of the faculty
    - a representative of the Board of Directors
  - the Selection Committee will short-list applicants for interview.
  - the Superintendent will contact the candidates and arrange interview times.
  - the Selection Committee will meet prior to the first interview to review the interview process.
5. With respect to **the appointment of the Vice-Principal:**
- after the final interview the committee will endeavor to reach consensus on the successful candidate. The remaining candidates should be ranked in order of preference in the event that the first choice does not accept the position.
  - the Superintendent will contact the successful candidate by phone and make a verbal offer. The candidate will have 24 hours to accept the offer.
6. With respect to **the Vice-Principal's contract:**
- The Superintendent will prepare the appropriate documentation



and - **make available** three copies ~~for~~ the successful candidate's signature.

7. With respect to **unsuccessful candidates**:
- The Superintendent will notify unsuccessful candidates once the appointment is confirmed.

Reference:	Approved
	Date Approved: September 1994
Cross-reference:	Date(s) Revised: October 2003, March 2012