
REGULATION 2213

SELECTION, TRANSFER, ASSIGNMENT AND EVALUATION OF VICE-PRINCIPALS

1.0 Selection

The selection procedures for Vice-Principals will be as follows:

1. Vacancies for vice-principalships will be faxed or e-mailed to schools, and posted on the District website.
2. Shortlisting will be conducted by a committee consisting of the Associate Superintendents, and Principal representatives selected by the Associate Superintendents. The District Principal/Educational Staffing will facilitate the process.
3. The Associate Superintendents, and Principal representatives selected by the Associate Superintendents will interview the shortlisted candidates. The District Principal/Educational Staffing will facilitate the process. The committee's selection will be presented to the Board for information.
4. Candidates who have been successfully screened, shortlisted and interviewed are assigned to the District Eligible Administrator Pool (DEAP). Internal applicants may remain in the pool for two years. External applicants remain in the pool for one year. After one year, the external applicants are reviewed and their references checked. Positive references allow external applicants to remain in the eligibility pool for a second year.
5. After being in the pool for two years, all applicants must re-apply.

2.0 Transfer and Assignment

Upon the completion of the transfer and assignment of principals, the transfer and assignment of vice-principals will be undertaken.

1. All vice-principals will be invited each October to submit their intention form.

2. The professional development of the vice-principal requesting the transfer will be considered.
3. The parent, staff and principal expectations for the administrative team of the school will be considered.
4. The Associate Superintendents will consult with both principals and the vice-principal involved in the proposed transfer during all stages of the process.
5. Vice-principal vacancies that remain following transfers may be filled by assigning candidates from the District Eligible Administrator Pool, taking into consideration the needs of the school and the District.

3.0 Evaluation

1. The first year of the first appointment to a position as vice-principal shall be probationary.
2. A formal evaluation of the vice-principal will take place in the first year of the appointment, in the fifth year of the appointment, and in the final year of each additional five year period.
3. Following a successful performance in the probationary year and upon recommendation of the principal to the Director of Education, the assignment of the vice-principal will be renewed.
4. It is desirable that there be at least two different administrative experiences in different school environments within the first five year term.
5. The evaluation of the vice-principal will be based on the following criteria:

Mission Beliefs and Goals

In concert with the Principals and administrative team, the Vice-Principal shares or accepts the responsibility to:

1. Involve parents, students and staff in developing mission, beliefs and goals.
2. Promote parent, student and staff commitment to goals.
3. Promote congruency of school mission, beliefs and goals with District and Ministry mission, beliefs and goals.

4. Monitor school goals.
5. Facilitate the achievement of school goals. Deploy resources to assist in goal completion.
6. Promote literature and the use of school-based research to plan and evaluate goals.
7. Promote a staff development program congruent with school goals.
8. Develop and manage appropriate change strategies.
9. Demonstrate knowledge of student growth and development, current trends in curriculum and effective instructional practices.

Culture

10. Provide a positive role model as a teacher.
11. Promote a collaborative culture.
12. Promote sharing and discussion of curriculum and program issues.
13. Promote a climate of continuous improvement.
14. Promote tolerant, considerate, caring and respectful relationships.
15. Model and encourage innovation.
16. Provide individual support.
17. Supervise and evaluate staff effectively.
18. Set and promote high expectations.
19. Provide intellectual stimulation.
20. Acknowledge accomplishment and contribution.
21. Maximize instructional time.

Management

22. Represent the Board in supporting Ministry and District policies, regulations and directives.

23. Maintain and provide complete and accurate records as required by the School Act and Regulations, Ministerial Orders, Board Policy, Regulations and Directives.
24. Respect and effectively administer collective agreements.

Decision-Making

25. Develop and maintain decision-making processes that build consensus and are characterized as democratic, participatory, empowering and timely.

Community/Family Involvement

26. Promote parent involvement.
27. Build community support.
28. Communicate effectively with parents.

Personal Attributes

The Vice-Principals has:

29. Effective interpersonal skills as demonstrated by using tact, diplomacy, humour, sensitivity, approachability and poise under pressure.
30. Effective problem-solving skills as demonstrated by using appropriate conflict management strategies, being politically astute and exercising good judgment.
31. Effective listening, oral and written communication skills.
32. Effective organizational skills.
33. High visibility.
34. Integrity.

Greater Victoria School District

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