

Policy Statement	
	Policy No. F-11
SUBJECT:	Assignment and Hiring of In-School Administrators
Approval Date: April 3, 2000	Resolution No: C-99/00-222
Revision Date:	Resolution No:
Origin: Policies and Communications Committee	

1. OBJECTIVES

- 1.1 To provide for administration needs of the system, and to match particular skills and interests to assignments.
- 1.2 To foster positive opportunities for career development.

2. DEFINITIONS

- 2.1 **EAAWQ** Educational Administrators Association of Western Quebec
- 2.2 **WQTA** Western Quebec Teachers Association
- 2.3 **RRCEM** Regulation Respecting the Conditions of Employment of Management Staff (23/09/98)
- 2.4 **BPR** Provincial Placement Bureau

3. POLICY

- 3.1 It is the policy of this Board, following guidelines provided in **the RRCEM**, to staff, wherever possible, every school with one in-school administrator so as to provide the best pedagogical leadership to meet the individual needs of each community.
- 3.2 To promote and provide opportunity for aspiring administrators, the Board will provide a leadership course to meet the future needs of the school board.
- 3.3 Whenever possible, and in order to ensure smooth transitions and opportunities for planning, administrators will be appointed no later than the May Council of Commissioners meeting.
- 3.4 The policy acknowledges, under terms outlined in the local **Management Policy Document**, the Board's right of assignment of its in-school administrators in addition to the directives outlined in section 4.

4. DIRECTIVES

- 4.1 EAAWQ members indicate, by January of each year, their interest in positions for schools and centres for the following school year. Such requests are forwarded to the Director General on the form entitled EAAWQ "Member's Interest in Assignment".
- 4.2 The Director General, appropriate Director of Education and the Director of Human Resources meet with in-school administrators who are seeking reassignment.
- 4.3 Administrators are asked to notify the Director General, by the end of March, of planned retirements and or requests for leave of absence.
- 4.4 The Director General may exercise the Board's right of assignment, as per 3.4, to fill new or vacant positions or as part of an overall plan to review existing assignments. Serious consideration will be given to EAAWQ members based on information as per 4.1.
- 4.5 Following the results of 4.4, should there continue to be vacancies, they should be circulated first to EAAWQ members who maintain a right of application that is not prejudiced by a request made in conformity with section 4.1. Applications are to be sent to the Director.
- 4.6 Subsequently, and as per the local agreement with W.Q.T.A., a general advertisement reflecting:
 - 4.6.1 the vacant positions noted in 4.4 (**where they remain open after consideration has been given to applicants from EAAWQ members**) and
 - 4.6.2 those that may be created as a result of the staffing of these positions (i.e. the "domino" effect) is posted in the schools for 15 calendar days. Applications are to be sent to the Director of Human Resources.
- 4.7 Concurrently with section 4.6 and in conformity with **the RRCEM** vacant positions are forwarded to the **BPR** for consideration by individuals on a surplus list.
- 4.8 In addition to the procedures outlined in 4.8, all vacancies will be advertised concurrently in both English and French Quebec newspapers.
- 4.9 Interviews of eligible candidates will then be held.
- 4.10 The interview committee will be comprised as per board policy F-10.
- 4.11 If a member of EAAWQ is interviewed and not selected, he/she will be informed by the Director General, or his/her appointee from the interview committee. Further, a post-interview meeting with the candidate will be held.
- 4.12 The procedures outlined in sections 4.4 through 4.10 do not preclude the Board from appointing an EAAWQ member to a position "par interim", where specific constraints prevent the normal process from taking place.
- 4.13 Where the local commissioner is not available to sit on the interview committee or where the position has been filled through assignment, the Director General will inform the appropriate commissioner(s) of the recommendations of the interview committee prior to its adoption by the Board.
- 4.14 All appointments are to be ratified by the Council of Commissioners.