

# Administrative Guidelines

Candidates for educational administrative positions will be expected to meet the following minimum requirements:

- Membership in good standing in the Teacher Regulation Branch of British Columbia;
- Additional formal study in supervision, administration and/or curriculum through a credible institution;
- Five years of successful teaching experience; and
- For promotion within the administrative ranks, two years' successful administrative experience.

All other factors being equal, preference will be given to candidates who hold a Master's degree or other postgraduate degree. In the case of candidates for the position of Vice Principal, all other factors being equal, preference will be given to candidates who have been accepted into a Master's degree program or hold a Master's degree.

Educational Administrative positions are defined as school based vice-principal and principal, district based vice-principal and administrator, Director of Instruction, Assistant Superintendent and Deputy Superintendent.

A call for applications will be issued both internally and externally by the Human Resources Department, in consultation with the departmental manager or educational administrator as appropriate. Information about the role and the selection process will be made available through the district intranet and other venues and methods as appropriate.

Reference checking may occur at any point in the recruitment and selection process. Reference checking will be conducted by the appropriate departmental manager or educational administrator, in collaboration with the Human Resources Department using a uniform approach. Reference checks will be done in confidence and respondents will be asked not to reveal the comments they have made to anyone, including candidates. Reference checking will involve more than one reference and varied perspectives if possible.

