



## Administrative Procedure 5055

# *Employment of Principals and Vice Principals*

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**Board Governance Policy Cross Reference:** [1](#), [11](#), [12](#), [13](#)

**Administrative Procedures Cross Reference:**

[Assignment of Principals and Vice Principals](#)

[Equity](#)

[Evaluation of Principals and Vice Principals](#)

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[Provincial Teachers' Collective Agreement](#)

[Manitoba Education Certificate in School Leadership](#)

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**Date Adopted:** May 2004

**Amended:** December 2017; November 2024

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The Brandon School Division believes that principals and vice principals are very important and critical in the development and operation of the school and in the achievement of all students.

The role of the principal is that of educational leader with four key, interactive components being those of:

- instructional leader of learning;
- visionary;
- school/community facilitator; and
- steward of resources.

The role of the vice principal is that of an educational leader with four key, interactive components being those of participating in:

- providing instructional leadership;
- assisting with the development and implementation of a school vision;
- supporting the school/community relationship; and
- Providing stewardship in resources.

The Division believes it essential to select, appoint and assign the best possible educators with requisite professional education and experience, personal disposition and attributes as principals and vice principals.

The selection process for principals/vice principals new to the Division shall be conducted according to the following:

1. Criteria

a. Educational Qualifications

- Undergraduate degree in education;
- Graduate degree in education or related field preferred;
- Manitoba Education Certificate in School Leadership (obtained for principals, obtained within 3 years for vice principals).

b. Experiential Qualifications

- Minimum of 5 years exemplary teaching preferably at level for which school leadership is sought;
- Demonstrated leadership expertise and experience in educational change for the improvement of student achievement;
- Demonstrated expertise and experience in curriculum, student assessment and evaluation;
- Demonstrated expertise and experience in quantitative and qualitative measurement, evaluation and research practices (applicable for principals).

c. Personal Disposition and Attributes

- Belief in and commitment to high standards of performance for self and others, school improvement and development;
- Belief in education as the process of human development, change and growth;
- Belief in and commitment to all children having the right and ability to learn;
- Belief in and commitment to fostering a community of learners;
- Belief in and commitment to the involvement of families and other stakeholders in the school's decision-making process;
- Appreciation for and sensitivity to the diversity of the school community;
- Belief in and commitment to the effective, efficient and equitable use of resources to advance student learning and achievement.

2. Recruitment, Shortlisting and Interview of Candidates
  - a. Principal/Vice Principal positions will be advertised through an internal and external posting process.
  - b. The shortlisting will be conducted by the Superintendent/CEO, Assistant Superintendent(s) and/or Director of Human Resources, Trustee(s) according to the established position criteria. In the case of the selection of a vice principal, the school's principal will be included as part of the committee.
  - c. The candidates will be interviewed by a selection committee that should consist of Trustee representative(s), Superintendent/CEO, Assistant Superintendent(s) and/or Director of Human Resources. In the case of the selection of a vice principal, the school's principal will be included as part of the committee.
  - d. Each candidate's interview will be based on questions corresponding directly to the "[The Role of the Principal](#)" or "[The Role of the Vice Principal](#)".
  - e. Each candidate's suitability will be evaluated according to the established selection criteria.
  - f. The committee will reach a consensus decision regarding the selected candidate to be recommended to the Board of Trustees for approval.
3. Recommendation of Candidate
  - a. The committee chair will forward the committee's recommended candidate to the Board of Trustees in the presentation of a confidential personnel report.
  - b. The Board of Trustees will consider the recommended candidate. Upon approval, the recommended candidate will be contacted to ascertain acceptance or non-acceptance.
  - c. The name of the appointed candidate will be communicated publicly by the end of the next business day.