

**SCREENING and INTERVIEW**  
**Scoring For Educational Administrative Roles**

These guidelines apply to the positions of Principal, Vice-Principal, Program Coordinator, Consultant and Instructional Coach. The guidelines augment *Policy 660 Job Descriptions, Policy 610 Hiring, Policy 615 Hiring Education Administrators* and the *Job Application Guide for Teaching Positions*.

All approved vacancies will be posted on the region website. Applications are received through the on-line portal or in person at the regional office by the position closing date and hour. All information pertaining to the selection process will remain confidential.

Candidates will be assessed on qualifications, experience and abilities. Qualifications and experience will be quantified during the shortlist screening process at a value of 20% of the final score. A candidate's knowledge and ability will be measured through an interview at a value of 80% of the final score.

**SHORTLIST SCREENING and INTERVIEW SCORING**

***SHORTLIST SCREENING - Total 20% from qualifications (10%) and experience (10%)***

The screening process will be completed by Human Resources using the following breakdown:

<b>Qualifications: 10%</b> (maximum of 21 points if all categories earned / cumulative score)	
Master's Degree specific to the posting .....	10
Nova Scotia Instructional Leadership Program Diploma (NSILA) .....	5
Multiple <i>or</i> other Master's degrees <i>or</i> PhD (not to exceed 4 pts) .....	4
SSRCE Leadership Development Program <i>or</i> Nova Scotia Aspiring Leaders Program .....	2

*NOTE: values will be given for completed programs only.*

**Experience: 10%** (maximum of 21 points, with one score from *administrative experience*, one score from *teaching experience* and *teacher in charge* able to be earned)

**Administration Experience**

- External Administration (other than educational administration) ..... 6
- Educational administration at targeted grade levels ..... 13
- Educational administration at multiple grade levels, including targeted grade levels ... 20

*Note: If the applicant is a vice-principal, consultant or an instructional coach, the above points will be prorated at 70%.*

**Teaching Experience**

- External teaching (other than public education) ..... 2
- Teaching at target grade levels ..... 7
- Teaching at multiple grade levels, including targeted grade levels .....12
- Teacher in Charge** ..... 1

**SCREENING THRESHOLD**

Should a screening process result in only one clearly well qualified candidate, with no other candidates at or above the minimum threshold of 50% (27 points) based on qualifications and experience, the interview committee may appoint the well qualified candidate.

Should a screening process result in a pool of candidates near the 50 percentile, the screening committee may proceed with interviews or choose to repost.

## **COMMITTEE INTERVIEW – Total 80%**

The interview process will be completed by committee following the appropriate policies and these guidelines.

### **INTERVIEW COMMITTEE and CONFLICT OF INTEREST DISCLOSURE**

An interview committee will be structured according to the existing *Hiring Policy for Educational Administrators* (policy 615). Members of the committee will be asked to sign a *Conflict of Interest Disclosure* when accepting their role prior to knowing the candidate names. Committee members will subsequently be provided with an opportunity to recuse themselves from the committee upon learning candidate names.

### **INTERVIEW QUESTIONS**

Interview questions will be created by Human Resources with input from the selection committee based on the position posting and their knowledge of the school and community.

The interview questions will primarily be designed in a behaviour-based style and will include a rubric with specific criteria for scoring.

Generally a maximum of seven or eight questions, which may include a practical assignment (based on a provided scenario), will be assessed. The questions will be weighted based on the selection committee's prior determination of the question's value to the role they are assessing.

The selection committee will review the questions and weighting prior to learning candidate names (except for the HR representative or their designate on the committee).

For the position of principal, the School Advisory Council through the SAC chair or designate will be asked to submit questions to be considered for the interview.

### **SCORING and COMMITTEE DECISION**

Individual scoring will be completed as near to the close of the interview as possible. The committee will then convene to discuss and determine a consensus score for each question assessed. While all individual scoring will be maintained confidentially by Human Resources, the candidate, upon request, will have an opportunity to meet with the committee chair to debrief or discuss the committee's decision. The committee's consensus score and summary are to be used for this discussion, not individual committee member's material.

All material and information submitted by the candidate will be considered by the selection committee. This includes cover letters, resumes, portfolios or other examples of the candidates work.

A total score made up of 20% for shortlist screening (qualifications and experience) and 80% for interview (abilities) will determine the most meritorious candidate.

## **REFERENCES**

Upon completion of the interview process each candidate will be asked to provide three references. Preferably, two of the references will be of a professional nature and one of a character reference.

The reference check will be completed by the committee chair.

The standard reference check questions will be developed by Human Resources in consultation with the committee chair. Some questions will be informed by the content of the interview.

References other than those supplied by the candidate may be contacted as long as the candidate is notified.

## **COMMUNICATION**

The successful candidate will be informed by the committee chair after the selection committee's decision is approved by Human Resources.

The remaining interviewed candidates will be contacted by the committee chair after the successful candidate accepts the position.

## **PROCESS AUDIT**

The Human Resources Director or designate will have the ability to audit the hiring process.

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