

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

These guidelines apply to the positions of Principal, Vice-Principal, and Program Coordinator. 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 by the position closing date and hour. All information pertaining to the selection process will remain confidential.

Principal, Vice-Principal, and Program Coordinator candidates will be assessed on qualifications, experience and abilities. Qualifications and experience will be quantified during the shortlist screening process at a value of 30% of the final score. A candidate's knowledge and ability will be measured through an interview at a value of 70% of the final score.

The Consultant and Coach positions are screened and shortlisted based on the qualifications and experience as outlined in the job posting. These positions are scored using the short list score of out a total 40 points and the interview score of out a total 60 points.

### **SHORTLIST SCREENING and INTERVIEW SCORING**

#### ***SHORTLIST SCREENING***

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

<b>Qualifications: 15%</b> <i>(maximum of 15 points if all categories earned / cumulative score)</i>	<b>Target Score</b>
Master's Degree in Leadership or ILA	<b>6</b>
Other Masters related to position	<b>4</b>
Other Masters related to position	<b>4</b>
ALP or Equivalent	<b>1</b>

<b>Experience: 15%</b> <i>(maximum of 15 points based on last 10 years of experience)</i>	<b>Target Score</b>
Principal or Administrator (or Coordinator Experience)	<b>15</b>
Vice Principal (or Consultant and/or Coach Experience)	<b>10.25</b>
Teacher in Charge or Guidance P-12	<b>7.5</b>
Teacher	<b>5</b>

#### **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% total score 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**

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.

Generally a maximum of five to six questions, which may include a practical assignment (based on a provided scenario), will be assessed.

- Note-Taking: Candidates are not permitted to bring or refer to any notes during the interview, whether in person or virtual.
- Question Clarification: Interview questions can be read multiple times for clarity if requested.
- Time Allocation: Allocate 45 minutes for the interview:
  - 5 minutes: Introduction of panel members and candidate questions.
  - 35 minutes: Interview questions.
  - 5 minutes: Wrap-up, candidate questions, and next steps.

## **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.

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

## **REFERENCES**

Upon completion of the interview process each candidate will be asked to provide three references. One reference must be the current supervisor.

The reference check will be completed by the committee chair.

## **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.