



## **HIRING EDUCATION ADMINISTRATORS**

### **GOVERNANCE POLICY**

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#### **1.0 PRINCIPLES**

- 1.1. The South Shore Regional Centre for Education (SSRCE) is committed to hiring the most competent and capable school-based administrators and coordinators based on the qualifications, abilities, and experience that are necessary for the position. It is expected that school administrators and coordinators will provide leadership, direction, and supervision under the Nova Scotia Educational Leadership Standards.

#### **2.0 POLICY FRAMEWORK**

- 2.1. This policy complies with the Education Act and other related provincial acts and policies.
  - 2.1.1. Job Description
    - 2.1.1.1 The Coordinator's job description will be developed in accordance with SSRCE Policy 660: Job Descriptions.
    - 2.1.1.2 The Principal's job description is taken directly from the Education Act.
    - 2.1.1.3 The Vice-Principal's job description will be developed by the principal in consultation with Human Resources and Program and Student Services.
  - 2.1.2. Qualifications
    - 2.1.2.1 The qualifications for any administrative positions are outlined in Appendix B of the Administrative Procedures.
  - 2.1.3. Recruitment
    - 2.1.3.1 All administrative positions are open to internal and external candidates.

#### **3.0 AUTHORIZATION**

- The Regional Executive Director is authorized to issue procedures in support of this policy.

## **HIRING EDUCATION ADMINISTRATORS**

### **ADMINISTRATIVE PROCEDURES**

#### **1.0 PROCEDURES**

##### 1.1. Process for Advertising Vacancies

1.1.1. All approved vacancies will be posted on the SSRCE website and may be promoted through social media and other means.

##### 1.2. Short-Listing Applicants is the responsibility of the Director of Programs & Student Services (or designate) and the Director of Human Resources (or designate).

1.2.1. Short-listing will be based on:

1.2.2. Qualifications, abilities and experience relevant to the position as described at in Appendix B - Selection Scoring Matrix.

1.2.3. Only applicants deemed qualified shall be interviewed.

#### **2.0 RESPONSIBILITIES**

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.

## APPENDIX “B”

### SCREENING and INTERVIEW Scoring For PSAANS Roles

These guidelines apply to the PSAANS positions of Principal, Vice-Principal and Coordinator.

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 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.

#### **SHORTLIST SCREENING - Total 30% from qualifications (15%) and experience (15%)**

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>
Instructional Leadership Academy (ILA) Diploma, Masters in Leadership or School Administration	<b>9</b>
Other Masters relevant to the position	<b>2</b>
SSRCE Aspiring School Administrators Program (ASAP), NSELC Aspiring Leadership Program (ALP) or equivalent from out of Region or Province	<b>4</b>

Note: target score will be given for completed programs only.

<b>Experience (last 10 years): 15%</b> ( <i>maximum of 15 points</i> )	<b>Target Score</b>
Principal, Coordinator or Equivalent Experience	<b>15</b>
Vice Principal, Consultant, Coach or Equivalent Experience	<b>10.25</b>
Teacher in Charge/Department Head/Equivalent	<b>7.5</b>
Classroom Teacher, Guidance P-12, or Equivalent	<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**

## **APPENDIX “B”**

The interview process will be completed by committee.

### **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 6 questions, minimum of 5, 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).

### **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 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 most recent supervisor.

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.

## **APPENDIX “B”**

### **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 Coordinator will have the ability to audit the hiring process.