

ADMINISTRATIVE STAFFING PROTOCOL

The information contained in this handbook has been developed by the Executive Team in order to clarify procedures and expectations associated with the selection of Foundations for the Future Charter Academy leaders (Principal Educators and Associate Principals).

A. Position Description

When a school based administrative vacancy occurs, Human Resources will:

- Establish, in consultation with the Executive Team, a timeline for filling the vacancy.
- In the case of a Principal Educator vacancy, develop a "Principal Profile" statement through consultation with staff, school council and students (where appropriate).
- In the case of an Associate Principal vacancy, work with the school Principal to develop a role profile for the vacant position.

B. Advertising

- Foundations for the Future Charter Academy is committed to identifying and selecting the candidate best suited for each administrative vacancy.
- When a school based administrative vacancy occurs, Human Resources will
 1. Notify members of the Administrative Team allowing a period of time with a specific deadline for internal candidates to express interest.
 2. Once the deadline has passed, review with the Executive Team all internal applications with a view to determining suitability.
 3. In the case of no suitable candidates or no interested internal candidates, the position will be advertised in the Calgary Herald and the Edmonton Journal.

Internal applicants will be invited to apply during the external application phase.

4. In the case of there being one or more internal applicants who are deemed suitable for the vacancy, a competition will be held.

C. Short-listing

- The Executive Team will review material submitted by applicants and will create a "long-list" of candidates.
- In order to be considered for a Foundations for the Future Charter Academy Principal Educator position, applicants must hold a Master's Degree in an appropriate area of training.
- In order to be considered for a Foundations for the Future Charter Academy Associate Principalship, applicants must hold a Master's Degree or have this level of training underway.
- Human Resources will check references for "long-listed" applicants and provide this information to the Executive Team.
- The Superintendent will create a "short-list" from the "long-list" of applicants who meet the necessary criteria.
- Candidates on the "short-list" will be contacted by Human Resources to request a written response to the pre-interview questions, to request permission to photocopy resumes for interviewers' perusal, and to establish an interview time.

D. Interviews

- Interviews for vacant administrative positions will be held in Central Office.
- In the case of Principal Educator vacancies, participants in the interview process will include the Superintendent, the Coordinator of Instruction, a staff representative, a school council representative and a Director.
- In the case of Associate Principal vacancies, participants in the interview process will include the Superintendent, the Coordinator of Instruction and the Principal Educator.

- Following interviews, all information on short-listed candidates will be returned to Human Resources for retention and/or destruction pursuant to the Freedom of Information and Protection of Privacy procedures.

E. Selection

- At the conclusion of all interviews, members of the interviewing team will share with the Superintendent their perceptions regarding the suitability of applicants.
- Final decisions related to the selection of the successful applicant will be made by the Superintendent.

F. Communication

- The Superintendent will be responsible for communicating with the successful candidate and all other short-listed applicants.
- The Superintendent will communicate the selection decision to the Board and the system.

G. Contracts

- Human Resources will produce appropriate contracts and will communicate with the selected candidate accordingly.
- For individuals newly appointed to administrative positions within Foundations for the Future Charter Academy, their initial contract as an Administrator will be for a one year probationary term. Subject to receiving a positive evaluation during the initial year of service, a continuing administrative contract will be issued.

H. Evaluation

- The Superintendent has responsibility for conducting the performance evaluation of all school-based administrators.

I. Mobility

- Foundations for the Future Charter Academy believes that continuity in school leadership is desirable and can be supportive of overall school success. At the same time, it embraces the concept that administrative mobility may be positive, productive and necessary in maintaining exemplary administrative leadership in each school within the system.
- Foundations for the Future Charter Academy administrators will work closely with the Superintendent to update their career plans annually. These plans will be used as a basis for future mobility decisions.
- Administrators who have been in their current assignment for five to seven years should be looking closely at opportunities associated with movement to a new leadership challenge.
- Administrators who remain in their current assignment beyond a period of seven years will be considered for transfer.

J. Development

- Foundations for the Future Charter Academy is committed to the ongoing growth and development of school administrators.
- By participating in personal professional development and growth plans, Administration Team learning activities and system sponsored learning opportunities, Foundations for the Future Charter Academy leaders are expected to provide exemplary service as school based administrators.