

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

TITLE	EFFECTIVE DATE	REVISION DATE	PAGES
No. 800 Hiring School Administration	October 2000	October 17, 2000 April 27, 2004 May 17, 2005 October 2, 2006 November 2, 2010 September 4, 2013 December 3, 2013 May 1, 2023	5

It is the policy of the Tri-County Regional Centre for Education to hire principals who will provide positive leadership, direction and supervision in our schools.

PROCEDURE Under Policy 800

It is the responsibility of the school principal to foster, within the school, an atmosphere or school climate which makes the school an effective, positive place for staff and students, and which promotes respect for people and property as well as positive attitudes toward learning and working.

JOB DESCRIPTION

The job description for school principals is taken directly from the *Education Act* and is attached (Appendix A).

QUALIFICATIONS/ EXPERIENCE

Qualifications are as detailed below and scoring is identified in appendix "B: scoring matrix.

Candidates for the position of school Administration should have the following:

1. Either (i) A Masters Degree in Education, preferably with a focus on Leadership;
Or (ii) Actively enrolled in a Master's Program and have completed at least two (2) courses towards that degree;
Or (iii) Completion of the Nova Scotia Instructional Leadership Academy Program (NSELCA) and/or;
(iv) Completion of the Aspiring Leaders Program
2. A minimum of five (5) years successful teaching experience;
3. Superior administrative skills;
4. A commitment to establishing partnerships with all relevant community groups;
5. Proven to be a collegial decision maker with a demonstrated ability to be decisive and consistent;

6. Superior skills in strategic planning and implementation of instructional programs;
7. Demonstrated ability to lead and model a quality inclusive education for all students;
8. Superior ability to stimulate professional growth of staff through effective professional development programs;
9. Demonstrated commitment to, and above average knowledge and abilities in the areas of, curriculum and curriculum development, implementation and evaluation;
10. Superior interpersonal and communications skills modelling professional standards of conduct;
11. Superior skills in facilities management, record keeping, financial management, and in the supervision of teaching and other staff;
12. Superior skills in the use of current technology as a tool in education;
13. Awareness and sensitivity to cultural diversity and cross-cultural understanding;
14. Advocacy of firm, clear and consistent discipline practice;
15. Demonstrated ability to discharge the duties of a principal as set out in Section 38 of the Education Act;

RECRUITMENT

The Tri-County Regional Centre for Education supports, in principle, leadership opportunities to enhance administrative capacities and succession readiness within the Tri-County Regional Centre for Education.

COMPOSITION OF THE SELECTION PANEL

The selection panel for School Principal shall consist of the following:

Regional Executive Director of Education and/or designate;
Director of Human Resources and/or designate;
Director of Programs and Student Services and/or designate.

The selection panel for School Vice- Principal shall consist of the following:

School Principal
Coordinator of Human Resources and/or designate;
Coordinator of Programs and Student Services and/or designate.

FINALIZING THE HIRING

The Regional Executive Director of Education, or designate, shall introduce the newly appointed Principal to the other Principals in the region, to the staff of the school, and to the Chair of the School Advisory Council.



APPENDIX A

JOB DESCRIPTION

TITLE:	<u>School Principal</u>
REPORTS TO:	Director of Programs & Student Services
JOB GOALS:	The Principal of a public school is the educational leader of the school and has overall responsibility for the school, including teachers and other staff.
RESPONSIBILITIES:	<p>It is the duty of the Principal to:</p> <ol style="list-style-type: none">1. Ensure the public school program and curricula are implemented;2. Keep attendance records respecting every student enrolled at the school and report thereon to the Tri-County Regional Centre for Education, as required by the Tri-County Regional Centre for Education;3. Take all reasonable steps to secure full and regular attendance at school of the students enrolled in the school in accordance with policies established by the Tri-County Regional Centre for Education;4. Communicate regularly with the parents of the students;5. Ensure reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment;6. Ensure provincial and Tri-County Regional Centre for Education policies are followed;7. Identify the staffing needs of the school;8. Assist the Tri-County Regional Centre for Education with the selection of staff for the school;9. Evaluate the performance of teachers and other staff of the school;10. Assist the Tri-County Regional Centre for Education in the development and implementation of professional development programs;11. Encourage teachers and other staff of the school, students and parents to participate in school decision-making through representation on school advisory councils and committees;12. Participate in the establishment and operation of a school council;13. Assist the school advisory council in the development of school improvement plans and, upon approval by the Tri-County Regional Centre for Education, coordinate their implementation;14. Assist the school advisory council in the preparation of its annual report;15. Account to the Tri-County Regional Centre for Education for money received from the Tri-County Regional Centre for Education or any other source;



16. Account to the Tri-County Regional Centre for Education, through the Regional Executive Director of Education, for the performance of the school;
17. Cooperate with the staff of other departments and agencies of the Government to better meet the needs of the students in the school; and
18. Perform such other duties as are prescribed by the Education Act or the Regulations Under the Act or assigned by the Director of Programs & Student Services

APPENDIX B

ADMINISTRATIVE POSITIONS SCORING MATRIX

SHORT LISTING/INTERVIEW

All candidates compete on the following criteria: qualifications, abilities, and experience, and the Tri-County Regional Centre for Education shall determine the weight to be given to each of the criteria.

The Administrators Scoring Guide:

Teaching Certificate Level ___/5				
ITC - 1 point	ITC+ working towards Master of Education ($\geq \frac{1}{2}$ completed)- 2 points	ATC 1 - 3 points	ATC 2 - 4 points	ATC 3 - 5 points

Qualifications ___/20	
Master of Education in Leadership and Instructional Leadership Academy	20 points
Master of Education (Non Leadership) and Instructional Leadership Academy	18 points
Master of Education in Leadership and Aspiring Leaders Program	16 points
Master of Education (Non-Leadership) and Aspiring Leaders Program	14 points
Master of Education in Leadership	12 points
Master of Education (Non-Leadership)	10 points
Aspiring Leaders Program (with no Master of Education)	5 points



Successful Teaching Experience ____/10	
5> years successful teaching experience - 5 points	5+ years successful teaching experience - 10 pts

Successful Leadership Experience* ____/12			
Consultant (1 year) - 1 point	Coordinator (1 year)- 4 points	Vice-Principal (1 year) - 7 points	Principal (1 year) - 10 points
Consultant (2 years) - 2 points	Coordinator (2 years)- 5 points	Vice-Principal (2 years) - 8 points	Principal (2 years) - 11 points
Consultant (3 years) - 3 points	Coordinator (3 years)- 6 points	Vice-Principal (3 years) - 9 points	Principal (3 years) - 12 points

*Highest Level of Experience Applied

Grade-Specific Endorsation Teaching and Leadership Experience ____/3		
Endorsation/Teaching - 1 point	Vice Principal - 2 points	Principal - 3 points

Education and Experience ____/50

Abilities – The Interview ____/50