



Section: **School Personnel**
Policy #: **2000**
Policy: **Hiring of Principals**

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Hiring of Principals

Every attempt will be made to hire qualified, competent Catholic Principals to administer the schools in the Nelson Diocese. In addition to posting the positions within the Nelson Diocese, advertising will be done on a provincial/national level. Selection procedures will be as follows:

- a) Advertising for Principals will be done through the Office of the Superintendent of Schools. Short-listed applicants will receive a response.
- b) The initial screening for candidate Catholicity and competence will be done by the Superintendent of Schools who will also short-list applicants. When the interview shortlist has been established, a copy of the employment benefits package will be forwarded to each selected candidate.
- c) The names of the short-listed candidates will be forwarded to the interview team.
- d) The Superintendent of Schools in consultation with the School Council will prepare a series of questions for short-listed candidates.
- e) The interview team will be made up of a maximum of three (3) council designates and a designated Pastor. The role of the Pastor is to ensure the Catholicity of the candidates. The role of the School Council designates is to assist the Superintendent in making the best choice. The Superintendent will ensure that the most suitable candidate for the position is chosen.
- f) Upon the conclusion of all interviews, the team will review notes and have a short discussion before a selection is made.
- g) A selection is made and School Council is informed.
- h) The Superintendent will make the official notification to the successful candidate.
- h) The first two years of employment shall be deemed probationary. Once suitability for contract extension has been established, employment will be deemed ongoing subject to the provisions contained in the Diocesan Policy Manual for the Catholic Independent Schools of Nelson Diocese.