

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	400 – PERSONNEL & EMPLOYEE RELATIONS	CODE:	AP 443
PROCEDURE:	SCHOOL-BASED ADMINISTRATIVE APPOINTMENTS		

BACKGROUND

The Division believes that the realization of the goals of Catholic Education require leadership founded on faith, inspired by the Gospel and committed to service.

Principals and vice principals are central figures within the leadership of the Division. They represent and affect our mission daily within each school community.

The Division also recognizes that the employment and retention of qualified staff in the positions of Principal and Vice Principal are essential to the success of students and for the delivery of high quality programs.

The quality of a school administrator's leadership is affected by the vision, knowledge, competence and personal qualities of the person who holds that position. Leadership is a blend of educational skill, management skill and dynamism, which is able to move others to perform well and to grow spiritually and professionally. Foremost among the attributes required must be a commitment and testimony to the mission of Catholic Education, and a willingness to accept responsibility from the Catholic community and to exercise leadership within this community.

PROCEDURES

Throughout the selection process, evidence of strength in the following areas will be sought:

1. Catholic Leadership
 - 1.1 Commitment within the Catholic tradition to the Church's mission, demonstrated by regular worship and integration of faith in daily living – substantiated by pastoral reference.
 - 1.2 Vision – consistent with the mission, vision, goals of the Division.
 - 1.3 Advocate for Catholic Education and Division.
 - 1.4 A continuing desire and effort to develop and foster in staff and students a Christian community based on the Catholic Faith.
 - 1.5 Commitment to the integration and transmission of Gospel values through the curriculum.
2. Educational Leadership
 - 2.1 Broad educational knowledge base.

- 2.2 Sets high standards and holds him/herself and others accountable for meeting those standards.
 - 2.3 Ability to develop a professional learning community.
 - 2.4 Major focus on student learning outcomes.
 - 2.5 Instructional leadership capability (curriculum and instruction).
 - 2.6 Ability to maintain a safe, caring, task oriented school environment.
3. Advocacy
- 3.1 For all learners.
 - 3.2 Ability to develop exemplary curricular and extra-curricular programs
4. Demonstrated excellence in a variety of teaching/administrative positions
- 4.1 Significant teaching experience in Catholic Education.
 - 4.2 Experience in the teaching of Religious Education and knowledge of current trends in Religious Education curriculum.
 - 4.3 Four (4) plus years of demonstrated leadership in school activities.
5. Proven Team Player
- 5.1 Ability to make strong contributions to the Division leadership team while building a strong school-based team.
 - 5.2 Committed to a collaborative approach to decision-making and an ability to develop, with staff, a shared vision for the school.
 - 5.3 Delegator, gives and receives trust.
 - 5.4 Understands group dynamics.
6. Administration and Organizational Skills
- 6.1 Ability to lead change efforts.
 - 6.2 Strategic planning skills (analyzer/planner/decision-maker).
 - 6.3 Focused/efficient.
 - 6.4 Flexible/creative/innovative/ problem solver.
 - 6.5 Ability to mentor staff for maximum effectiveness utilizing their strengths and talents.
 - 6.6 Ability to challenge and support staff.
 - 6.7 Negotiator/resolver of conflict.
7. Personal Qualities
- 7.1 Strong interpersonal skills.
 - 7.2 Ability to inspire/motivate.
 - 7.3 Sensitive/humane.
 - 7.4 Has integrity.

- 7.5 Reflective/persistent.
- 7.6 Flexibility coupled with strength of character.
- 7.7 Decisiveness.
- 7.8 Performs well under pressure.

8. Communications

- 8.1 Highly developed communication and liaison skills.
- 8.2 Receptive/provides feedback.
- 8.3 Articulate (written/oral).

9. Community Leadership

- 9.1 Demonstrated commitment to a cooperative relationship between parish and school.
- 9.2 A demonstrated ability to establish positive relations with staff.
- 9.3 Ability to establish professional relationships with pastors, parents and members of the wider community.
- 9.4 Ability to establish and develop effective care of students and staff.
- 9.5 Demonstrated commitment to parent involvement in the life of the school.
- 9.6 Celebrates the accomplishments of others.

10. Professional Growth and Development (Post-Graduate Studies)

- 10.1 Scholarship and positive attitude and commitment to continued professional and personal growth.

Reference: Sections 85, 87, 108, 109, 174, 175 Education Act

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