

# Toronto District School Board

Operational Procedure PR690

Title: **SELECTION OF PRINCIPALS AND VICE-PRINCIPALS FOR COMMITTEES**

Adopted: June 8, 2004

Revised:

Reviewed: April 2012

Authorization: Executive Council

## 1.0 OBJECTIVE

To establish a procedure for the selection of principals and vice-principals to committees that will ensure that all principals and vice-principals have an opportunity to participate

## 2.0 RESPONSIBILITY

Chief Employee Services Officer

## 3.0 DEFINITIONS

*Committee:* A central committee organized by a Board department or executive officer that includes the participation of a small number of principals or vice-principals who are expected to represent the views of principals and vice-principals across the system

*TSAA:* Toronto School Administrators' Association

## 4.0 PROCEDURES

### 4.1. Selection by TSAA

- (a) The chair of a committee, task force or project team that requires principal or vice-principal representation will contact the TSAA office to request members.
- (b) The chair will provide the mandate of the committee, nature of the representation needed, the degree of confidentiality required and any other relevant information regarding the committee.
- (c) Notwithstanding 4.1 (a), the chair may, in consultation with TSAA, select a specific member to serve on the committee, task force, or project team for good and sufficient reasons.

4.2. Selection Criteria

TSAA shall abide by the following criteria in making its selections for TDSB Committees:

- (a) Committee membership should reflect a balance by panel, quadrant, position (principal, vice-principal) and gender where feasible.
- (b) Where possible a variety of types of schools should be represented.
- (c) A person's length of service as a principal or vice-principal should be considered.
- (d) The growth track plans of individuals should be considered.
- (e) The number of times that an individual has volunteered and his/her participation on other committees should be considered to ensure that opportunities are spread among the greatest number of principals and vice-principals.

4.3. Appointment by the Director

The Director of Education may exercise his or her authority to appoint a principal or vice-principal to a committee.