

**Policy: 5-6**

**PROCESS:**

<b>EPSB Principal Replacement Process for North East Edmonton Christian School, West Edmonton Christian School and Edmonton Christian High School</b>
ESCE reviews and updates on a yearly basis criteria for suitable leaders and submits to Superintendent and Personnel.
District will post positions internally. As well, in order to ensure that all possible candidates are aware of the opening(s), ESCE will advertise through their normal media outlets i.e. CSI website, PACS website, CEA website, The Banner (magazine of the Christian Reformed Church), Living Light News, Christianity Today, etc. and will inform Programs.
ESCE submits names of suitable candidates (i.e., candidates who meet EPS's professional qualifications) for position to the Superintendent.
ESCE submits questions to be considered for the interview. A final joint question set will be used in the interview.
The Superintendent will short list the candidates.
Superintendent invites ESCE board to participate in interviews of the short listed candidates. (ESCE representatives will ordinarily include the board chair or designate and one other representative from the ESCE board, possibly the executive director.)
Interview committee will provide the Superintendent with their individual reviews of the short listed candidates.
Superintendent advises ESCE Board Chair of his recommendation and discusses with the intent of arriving at consensus.
Superintendent makes principal recommendation to Board of Trustees for approval.

Approved: Dec. 9 2008

Please note that a letter from superintendent Schmidt is on file endorsing this procedure.