

RECRUITMENT AND SELECTION OF PERSONNEL

The recruitment and selection of senior administrative personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes strong leadership and administration at the Division and school levels are essential to **student success and** the effective and efficient operation of the school system.

Specifically

1. The Board, in the case of the Superintendent, and the Superintendent or designate in the case of all other staff, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current Division employees are made aware of any vacancies.
2. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
3. **Interview Committees:** The following process shall be followed for all interview committees:
 - 3.1. All persons forming part of any interview committee are required to sign a confidentiality agreement.
 - 3.2. An orientation about all the processes and procedures with regard to interviewing, including reviewing the interview questions, selection and hiring, is to be provided to all persons participating in any interview committee.
 - 3.3. At the end of interviewing all candidates, the administration lead shall ensure all committee members are fully aware of the next steps in the process.
 - 3.4. Superintendent or designate shall keep committee members informed of process after the interviews; (e.g. references are complete, references for first choice didn't work out, etc.)
 - 3.5. The Board and committee members shall be advised of the hiring decision prior to making the decision public.
4. **Associate Superintendents, Secretary-Treasurer:** The following process will be followed for Deputy/Associate/Assistant Superintendent positions and for the Secretary-Treasurer position:

- 4.1. The Superintendent shall be responsible for the creation of a shortlist of candidates for these positions.
 - 4.2. A Committee of the Board and the Superintendent shall constitute the selection committee. The decision will normally be made by consensus of the selection committee.
 - 4.3. The successful candidate must be supported by a majority of the selection committee. The Superintendent must be one (1) of the votes in the majority.
 - 4.4. These positions shall have a role description and each person occupying one (1) of the positions shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
5. **Division Office Staff:** The Superintendent is delegated full authority to recruit and select staff for all Division Office positions other than the senior administration level detailed above.
6. **Principal:** The following process will be followed for the appointment of candidates to the position of Principal:
- 6.1. The Superintendent or designate shall form an interview committee which will include central office staff and representatives from the following, if they wish to participate:
 - 6.1.1. School staff member;
 - 6.1.2. Ward trustee;
 - 6.1.3. School Council Chair or designate;
 - 6.1.4. Local First Nation and/or Métis Settlement, as applicable.
 - 6.2. Generally, the preferred candidate(s) will be chosen by consensus of the interview committee, with their recommendation being submitted to the Superintendent.
 - 6.2.1. The interview committee should:
 - 6.2.1.1. Rank the interviewed candidates to have 1st, and 2nd choices, in the case a candidate declines the position or that reference, criminal record and vulnerable sectors checks determines the 1st preferred candidate is not viable; or
 - 6.2.1.2. Recommend that the position be reposted if the preferred candidate does not accept the position or that reference, criminal record and vulnerable sectors checks determines the 1st (or 2nd) preferred candidate is not viable
 - 6.3. The Superintendent will make the final decision on the successful candidate following reference checks and other procedural steps.
 - 6.4. The Superintendent will keep the committee informed of the process and ensure they are aware of the final decision prior to it being released publicly.
 - 6.5. The Superintendent is delegated the authority to make all decisions regarding the term of appointment of Principals.

7. **School Based Staff:**

- 7.1. The Superintendent is delegated full authority to recruit and select staff for all other school-based positions with the understanding that the principal will be involved and where applicable the school council chair, designate or others as appropriate.
8. All offers of employment shall be conditional on the successful applicant providing a criminal record check and an intervention record check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

Legal Reference: Section 52, 53, 68, 222, 223, 224, 225 Education Act
Freedom of Information and Protection of Privacy Act