

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, or the Superintendent or designate, in all other instances, 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 staff vacancies.
2. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
3. The following process will be followed for Deputy/Associate/Assistant Superintendent positions and for the Secretary-Treasurer position:
 - 3.1 The Superintendent shall be responsible for the creation of a shortlist of candidates for these positions.
 - 3.2 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.
 - 3.3 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.
 - 3.4 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.
4. The Superintendent is delegated full authority to recruit and select staff for all Division Office positions other than the senior administration level detailed above.
5. The following process will be followed for the appointment of candidates to the position of Principal:
 - 5.1 The Superintendent or designate shall form an advisory committee which will include central office staff and representatives from the following, if they wish to participate:
 - 5.1.1 School staff member;
 - 5.1.2 Ward trustee;
 - 5.1.3 School Council Chair or designate;

- 5.1.4 Local First Nation and/or Métis Settlement, as applicable.
- 5.2 Generally the successful candidate will be chosen by consensus of the selection committee, with their recommendation being submitted to the Superintendent. The Superintendent will make the final decision on the successful candidate.
- 5.3 The Superintendent is delegated the authority to make all decisions regarding the term of appointment of Principals.
- 6. 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.
- 7. 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 60, 61, 113, 114, 115, 116, 117 School Act
Freedom of Information and Protection of Privacy Act