



Board Policy 16

RECRUITMENT AND SELECTION OF PERSONNEL

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

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

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 Associate Superintendent positions:
 - 3.1 The Superintendent shall be responsible for the creation of a shortlist of candidates for these positions.
 - 3.2 The Board and the Superintendent shall constitute the interview team.
 - 3.3 The decision will be made with input from the interview team, however, the final decision rests with the Superintendent.
 - 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.
 - 3.5 The Superintendent will determine the length of the contract (up to a maximum of five (5) years) as well as the compensation which will be commensurate on the successful candidate's education and experience, and with provincial norms.
4. The Superintendent is delegated full authority to determine contract renewals for the Associate Superintendents with a maximum term of no more than five (5) years and to determine their compensation, which will be commensurate with their education and experience, and the provincial norms.
5. The Superintendent is delegated full authority to recruit and select staff for all Division Office positions other than the senior administration level detailed above.
 - 5.1 The superintendent will determine the length of the contract as well as the compensation which will be commensurate with the successful candidate's education and experience, and with provincial norms.

6. The following process will be followed for the appointment of candidates to the position of Principal:
 - 6.1 The Superintendent shall form an advisory committee which will include one (1) trustee.
 - 6.2 The Superintendent will have the final choice.
 - 6.3 The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.
7. The Superintendent is delegated full authority to recruit and select staff for all other school-based positions.
 - 7.1 Prior to a principal transfer, trustees should be consulted to provide input as to the culture, needs and interests of the school community.
8. All offers of employment shall be conditional on the successful applicant providing proof of Leadership Quality Standards (LQS) completion, 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 33, 52, 53, 68, 204, 222, 224, 225 Education Act
Freedom of Information and Protection of Privacy Act