

Administrative Procedure 451

PROFESSIONAL STAFF RECRUITING – ADMINISTRATIVE AND DIRECTOR APPOINTMENTS

Background

The quality of education in the Division is directly related to the professional leadership serving students.

Definitions

Administrators are defined as the Associate Superintendents, Directors, Division Technology Administrator, Principals, Assistant Principals, Administrative Coordinators, Consultants, and Managers.

Supervisors are defined as those individuals to whom the administrators report. Each administrator has only one (1) person to whom he/she reports.

Procedures

1. Administrator recruitment is the responsibility of the supervisor of the position and the Associate Superintendent, Human Resources and Administration.
2. Final appointment/approval of the successful candidate is the authority of the Superintendent.
3. The recruiting process will ensure that the good reputation, positive public relations, and standards of the Division are maintained.
4. Administrative positions may be advertised solely internally, or internally and externally at the same time.
5. The Superintendent encourages the involvement of stakeholders as advisors in determining criteria and/or serving on interview committees, to assist the supervisor and Associate Superintendent, Human Resources and Administration.
6. Review of applications, preparation of the short-list, and interviews, will be completed by the Associate Superintendent, Human Resources and Administration and any other resource people deemed necessary.
7. School administrative appointments will be made to the Division.
8. Appointments of Principals, Directors, Managers, Assistant Principals, Administrative Coordinators and Consultants will be provided as information to the Board.

9. All documentation respecting employment decisions including applications, a list of interview questions, and summary notes will be retained by the Associate Superintendent, Human Resources and Administration for one (1) year, after which time they will be destroyed.
10. All employment offers and/or contracts will be confirmed in writing over the signature of the Associate Superintendent, Human Resources and Administration.
11. All offers of employment will be conditional upon receipt of a criminal record check (Administrative Procedure 401 – Criminal Record and Intervention Record Checks). A current medical report by a qualified medical doctor, verifying that the prospective employee meets any fitness for work criteria or any bona fide occupational requirement for the job, may be requested. The medical report will include any information relating to any condition that may impact the individual's ability to perform his or her job, and/or any communicable disease that places students or staff at risk. The medical report must be provided to the Associate Superintendent, Human Resources and Administration, forthwith, within the timelines requested, and must be obtained at the expense of the prospective employee (Administrative Procedure 408 – Certificate of Good Health).
12. The Associate Superintendent, Human Resources and Administration or the hiring supervisor will conduct reference checks. One (1) of the reference checks will be completed with the candidate's most recent supervisor.
13. The Superintendent is authorized to waive any of the guidelines and procedures in cases where holidays, available time, the chain of reaction to vacancies, or exceptional circumstances, affect the recruitment process. The Board will be informed when this occurs.
14. Removal of designation is permitted when the Superintendent determines that there is:
 - 14.1 Just cause; or
 - 14.2 Failure to meet required standards of the designation; or
 - 14.3 Declining enrolment or program restructuring.

Reference: Section 19, 20, 60, 61, 96, 113, 116, 117 School Act
Administrative Procedure 401 – Criminal Record and Intervention Record Checks
Administrative Procedure 408 – Certificate of Good Health