

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.

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 reasonable effort to ensure that 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 Assistant Superintendent positions:
 - 3.1 The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
 - 3.2 A representative of the Board's Executive Committee, the Superintendent, and other senior administrative staff shall constitute the interview team.
 - 3.3 The decision will be made by consensus of the interview team. If a consensus is not reached it is the decision of the Superintendent (or designate).
 - 3.4 Each position shall have formal written job descriptions and the person occupying the position shall have a written standardized (template) contract of employment.
4. The Superintendent, or designate, is delegated full authority to recruit and select staff for all Division positions not including the senior administration level detailed above.
5. In the event of an unexpected or short-term vacancy, the Superintendent or designate may appoint an "acting Principal" or "acting Assistant Principal" without going through a formal selection process.
6. The Superintendent or designate may initiate a procedure of transfers of Principals and Vice-Principals between schools without going through an advertising and competition process.

7. All offers of employment shall be conditional on the successful applicant providing a Criminal Records Check including a Vulnerable Sector Search and a Child Intervention (Welfare) Record Check that is acceptable to the Superintendent or designate. 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

Amended: June 2018