

## Policy 16

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### RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes that the recruitment and selection of Division personnel is the responsibility of the Director. For selected positions outlined below the recruitment and selection will be a shared responsibility between the Board and the Director. The Board further believes strong central leadership and administration at the Division level is essential to the effective and efficient operation of the school system. The Board directs that all personnel are to be of exemplary character and possess the skills required for their positions.

All staff is to be hired to assist the Board in carrying out its vision, mission, and goals in accordance with the Board's beliefs and guiding principles. Selected staff is to be committed to promoting a positive, healthy work environment that fosters teamwork, professionalism and success for staff and for students.

1. The Board has sole authority to recruit and select the Director.
2. The Board and Director share responsibility for the recruitment and selection of Superintendents and Chief Financial Officer.
  - 2.1 These positions shall have formal written job descriptions and the person occupying the position shall have a written standardized (template) contract of employment approved by the Board.
  - 2.2 The Director shall ensure potential internal and external candidates are made aware of superintendent vacancies and such positions must be advertised and filled through an open competition unless Board approval is granted to the contrary.
  - 2.3 The selection committee shall be comprised of two Board-appointed trustee(s), (one must include the Board Chair) the Director and human resources representatives determined by the Director.
  - 2.4 The Selection Committee shall be responsible for the creation of the recruitment and selection processes.
  - 2.5 After interviewing the shortlisted candidates, the Selection Committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority of the committee in attendance and the Director. The Director must be one of the votes in the majority.
  - 2.6 After the Selection Committee has determined the selected candidate, the Director shall be authorized to make an offer of employment to the selected candidate.
3. The Director is delegated responsibility for the recruitment of principals. The Board and Director share responsibility for the selection of principals.
  - 3.1 Principal selection committees shall be comprised of Board-appointed trustee(s), the Director and senior administration determined by the Director.
  - 3.2 Positions will be open to external candidates as well as internal and positions will be advertised at a minimum on the Division website and filled through an open competition unless Board approval is granted to the contrary.
  - 3.3 The Director shall establish an Initial Pool of potential candidates.

- 3.4 The Selection Committee shall interview those candidates they deem appropriate in order to establish a suitable Final Pool of potential principals.
  - 3.5 The Director shall appoint principals from this Final Pool of candidates as appropriate vacancies become available.
  - 3.6 The Director is delegated authority to recruit and select all division-based and school-based personnel except those outlined in Guidelines 2, 3 and 4.
  - 3.7 All recruitment and selection processes will respect current collective bargaining agreements, applicable Board policies and relevant legislation and regulations.
4. The Director is delegated responsibility for the recruitment of vice-principals. The Board and Director share responsibility for the selection of vice-principals.
    - 4.1 Vice-principal selection committees shall be comprised of Board-appointed trustee(s), the Director and senior administration determined by the Director.
    - 4.2 Positions will be open to external candidates as well as internal and positions will be advertised at a minimum on the Division website and filled through an open competition unless Board approval is granted to the contrary.
    - 4.3 The Director shall establish an Initial Pool of potential candidates.
    - 4.4 The Selection Committee shall interview those candidates they deem appropriate in order to establish a suitable Final Pool of potential vice-principals.
    - 4.5 The Director shall appoint vice-principals from this Final Pool of candidates as appropriate vacancies become available.
    - 4.6 The Director is delegated authority to recruit and select all division-based and school-based personnel except those outlined in Guidelines 2 & 3 above.
    - 4.7 All recruitment and selection processes will respect current collective bargaining agreements, applicable Board policies and relevant legislation and regulations.
  5. The Board reserves authority relative to the following:
    - 5.1 Approval of all template contracts and any changes to such template contracts for out of scope employees.
    - 5.2 Information will be shared with the Board for all out of scope employee terminations.
    - 5.3 The Board delegates to the Director authority to approve in exceptional circumstances short term contracts of employment (less than a full school year) for retired staff. For contracts of one full year or longer, Board approval is required. In no instance may such an individual be offered a continuous contract. All such contracts whether short or long term must be term contracts.
    - 5.4 Information will be shared with the Board for the creation or elimination of any central office positions.
  6. All offers of employment shall be conditional on the successful applicant providing a criminal record check and vulnerable sector check that are acceptable to the Director.

Reference: Sections 85, 87, *The Education Act, 1995*

Approved: May 5, 2014

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