



POLICY 16

RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes that the recruitment and selection of Division 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 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 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 Education Services Centre senior administrative staff positions:
 - 3.1 Senior Administration is defined as the following positions:
 - 3.1.1 Deputy Superintendent – Leadership Services and Human Resources
 - 3.1.2 Assistant Superintendent – Learning Services
 - 3.1.3 Assistant Superintendent – Business Services
 - 3.1.4 Director – Financial Services
 - 3.1.5 Director – Transportation Services
 - 3.1.6 Director – Facility Services
 - 3.1.7 Director – Human Resources
 - 3.1.8 Manager – Communication Services
 - 3.1.9 Executive Assistant

- 3.2 The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
 - 3.3 The Board representatives and the Superintendent shall constitute the interview team.
 - 3.4 The successful candidate must be supported by a clear majority of the interview team. The Superintendent must be one of the votes in the majority.
 - 3.5 These positions shall have a role description and each person occupying one of the positions shall have a written contract of employment.
4. The Superintendent is delegated full authority to recruit and select staff for all central office positions not including 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 shall form an interview team. The Board Representative will be the local trustee(s) where possible.
 - 5.2 The final selection will be made by the Superintendent.
 - 5.3 The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.
6. The Superintendent is delegated full authority to recruit and select staff for all school-based positions up to and including those of Assistant Principal.
7. In the event of an unexpected, short-term vacancy, or changes occurring in administration at the school level after June 1, the Superintendent may appoint an “acting Principal” or “acting Assistant Principal” without going through a formal selection process. This will normally be done for a maximum of one year; however, due to extenuating circumstances this may be extended for an additional one year.
8. The Superintendent may initiate a procedure of transfers of Principals and Assistant Principals between schools without going through an advertising and competition process.
9. All offers of employment shall be conditional on the successful applicant providing a criminal records check and a Child Welfare Check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.
10. For administration positions, a successful applicant may be required to take graduate level courses as a condition of employment until a Master’s Degree is completed.

Legal Reference: Section 60, 61, 113, 114, 115, 116, 117 School Act
Freedom of Information and Protection of Privacy Act

Developed: November 2005
Amended: June 16, 2010
Amended: June 22, 2011
Amended: November 21, 2012
Amended: February 4, 2015