

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 Division.

Specifically

1. The Board, delegating authority to the Superintendent of Schools, 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 processes to be followed for Education Services Centre senior administrative staff positions is:
 - 3.1 The Superintendent will be responsible for the creation of a short list of candidates for these positions.
 - 3.2 Representation from the Board and Superintendent will constitute the interview teams.
 - 3.2.1 All available Board members will be the representatives for Deputy Superintendent - Leadership Services and Human Resources, Assistant Superintendent - Learning Services, Assistant Superintendent - Secondary Learning/Programming, and Secretary-Treasurer.
 - 3.3.2 The Board Chair and up to three (3) Board members will be the representatives for all other positions.
 - 3.3 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.
 - 3.4 These positions shall have a role description and each person occupying the position shall have a written contract of employment.
4. The Superintendent is delegated full authority to recruit and select staff for all Division Office positions, including but not limited to, the senior administration level detailed below:
 - 4.1 Deputy Superintendent - Leadership Services and Human Resources.
 - 4.2 Assistant Superintendent - Learning Services.
 - 4.3 Assistant Superintendent - Secondary Learning/Programming.

4.4 Secretary Treasurer.

5. The following process will be followed for the appointment of candidates to the position of Principal:
 - 5.1 The Superintendent will form an interview team. The Board representative(s) 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, as per Section 19 and 95 of the *School Act*, the Superintendent may appoint an “acting Principal” or “acting Assistant Principal” without a formal selection process for a maximum of one (1) 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 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.
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 19, 20, 60, 61, 96, 113, 114, 115, 116, 117 School Act
Freedom of Information and Protection of Privacy Act

Approved: November 2005

Amended: June 16, 2010, June 22, 2011, November 21, 2012, February 4, 2015, March 21, 2018, June 6, 2018