

**Administrative Procedure 400 – Appendix A**

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**INTERVIEW TEAMS**

<b>POSITION</b>	<b>RESPONSIBLE ADMINISTRATOR</b>	<b>INTERVIEW TEAM</b>
<b>EXECUTIVE</b>		
Superintendent	Board or Trustees	Board Developed Ad Hoc Committee
Secretary Treasurer	Superintendent	Superintendent Board of Trustees
Director of Human Resources	Superintendent	Superintendent One (1) trustee (appointed by the Board)
<b>INSTRUCTION</b>		
Deputy Superintendent	Superintendent	Superintendent One (1) trustee (appointed by the Board)
Director of Learning Services	Superintendent	
Indigenous Education Program Coordinator	Superintendent	
Director of Technology Services	Director of Human Resources	Superintendent Director of Human Resources Secretary Treasurer
Principal	Superintendent	Pursuant to AP 421
Vice-Principal and Assistant Principal	Superintendent	Pursuant to AP 421
Professional Teaching Staff	Director of Human Resources	Principal Vice-Principal Pursuant to AP 421
School Based Support Staff	Principal	Principal Vice Principal or staff member if no Vice Principal
Technology Staff	Director of Technology Services	Director of Technology Services Director of Human Resources

<b>SUPPORTIVE</b>		
Director of Support Services	Superintendent	Superintendent Secretary Treasurer One (1) trustee (appointed by the Board)
Communications Coordinator	Superintendent	Superintendent Secretary Treasurer One (1) trustee (appointed by the Board)
Safety and Wellness Coordinator	Director of Support Services	Director of Support Services Secretary Treasurer Director of Human Resources Chair of Safety Advisory Committee
Transportation Services Manager	Director of Support Services	Director of Support Services Secretary Treasurer
Facility Services Manager	Director of Support Services	Director of Support Services Secretary Treasurer
Transportation Supervisor	Transportation Manager	Director of Support Services Transportation Manager
Maintenance Supervisor	Facility Services Manager	Director of Support Services Facility Services Manager
Lead Hand	Facility Services Manager	Director of Support Services Facility Services Manager
Bus Driver	Transportation Services Manager	Transportation Services Manager Transportation Supervisor
Central Office Support Staff (Non-Professional)	Secretary Treasurer	Secretary Treasurer
Maintenance Staff	Facility Services Manager	Director of Support Services Facility Services Manager Facilities Supervisor
Transportation Staff	Transportation Services Manager	Director of Support Services Transportation Services Manager Transportation Supervisor

NOTE: At the discretion of the responsible administrator or Superintendent, other persons may be added to the Interview Team.

Adopted/Revised: JUN 2016/JUN 2019/NOV 2019/JAN 2023

Reference: Section 52, 53, 55, 68, 197,198, 199, 202, 203, 204, 205, 222, 225 Education Act  
 Alberta Human Rights Act  
 Child, Youth and Family Enhancement Act  
 Employment Standards Code  
 Freedom of Information and Protection of Privacy Act  
 Personal Information Protection Act  
 Teaching Profession Act