

RECRUITMENT AND SELECTION OF PERSONNEL

The recruitment and selection of senior administrative 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 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 the Secretary-Treasurer position:
 - 3.1 The Superintendent shall be responsible for the creation of a shortlist of candidates for this position.
 - 3.2 The Board and the Superintendent shall constitute the selection committee. The decision will normally be made by consensus of the selection committee.
 - 3.3 The successful candidate must be supported by a majority of the selection committee. The Superintendent must be one (1) of the votes in the majority.
 - 3.4 This position shall have a role description and a written contract of employment. The Superintendent is delegated full authority to determine contract renewal.
4. The following process will be followed for the appointment of candidates to the positions of Assistant Superintendents and Principals.
 - 4.1 The Superintendent shall form an advisory committee which will include one (1) trustee, appointed by the Board.
 - 4.2 The Superintendent will have the final choice.
 - 4.3 The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of these administrators.
5. The Superintendent is delegated full authority to recruit and select staff for all other Division Office and school-based positions.
6. All offers of employment shall be conditional on the successful applicant providing a criminal record check and an 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.

Legal Reference: Section 52, 53, 68, 197, 204, 222, 223, 224, 225 Education Act
Freedom of Information and Protection of Privacy Act

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