

Policy 16

RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes strong leadership and administration of Division personnel is a shared responsibility between the Board and the Director.

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 Director; or the Director or designate, in all other instances, will assume the sole responsibility for initiating the advertising process and will make 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 Director.
3. The following process will be followed for the Secretary Treasurer, Assistant Secretary Treasurer, Human Resource Manager and the Superintendent positions:
 - 3.1 The Director shall be responsible for the creation of a short list of candidates for these positions.
 - 3.2 The Board and the Director shall constitute the selection committee.
 - 3.3 The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a clear majority of the selection committee.
 - 3.4 These positions shall have a role description and the persons occupying the positions shall have a written contract of employment.
4. The Director is delegated full authority to recruit and select staff for all other Division or sub-office positions other than the superintendents, Secretary Treasurer, Assistant Secretary Treasurer and the Human Resource Manager.
5. The following process will be followed for the appointment of candidates to the position of Principal:
 - 5.1 The Director or appointed designate shall form a selection committee of three (3) persons which will include the local trustee, the superintendent and the Director or appointed designate.
 - 5.2 The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a clear majority of the selection committee.

6. The following process will be followed for the appointment of candidates to the position of Vice-Principal:
 - 6.1 The Director or appointed designate shall form a selection committee which will include the local trustee, the superintendent and the Director or appointed designate. If the local trustee is unavailable, provision for input must be made. The Principal will be given the opportunity to provide input.
 - 6.2 The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a clear majority of the selection committee.
7. The following process will be followed for the selection of teachers:
 - 7.1 The Superintendent shall form a selection committee which shall include the local trustee if he/she wishes, the Principal and/or Vice-Principal and him/herself.
 - 7.2 The Superintendent shall determine the date and time of the meeting and participants will make every effort to attend.
 - 7.3 The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a clear majority of the selection committee.
8. The Director is delegated the authority to make all decisions regarding the term and/or continuing appointments of administrators.
9. For teaching positions, the Director has the discretion to hire exceptional candidates to the Division. The Director is to advise the Board immediately.
10. The Director is delegated full authority to recruit and select staff for all other school-based positions.
11. All vacant administrative positions must be advertised and filled through an open competition.
12. In the event of an unexpected or short-term vacancy, the Director may appoint an “acting Principal” or “acting Vice-Principal” without going through a formal selection process. The position, if still vacant, must be advertised prior to the commencement of the subsequent school year.
13. All offers of employment shall be conditional on the successful applicant providing a criminal record check and a vulnerable sector check that is acceptable to the Director or designate. Additionally, the Director or designate may require documentation certifying that the candidate is medically fit for the position.

Reference: Sections 85, 87, 108, 109, 110 Education Act