

## RECRUITMENT AND SELECTION OF PERSONNEL

### Background

The Board of Trustees believes strong leadership and administration within the Division are essential to the effective and efficient operation of the school system.

### Guidelines

#### 1. Specific responsibilities:

- 1.1. The Board has the sole authority to recruit and select the Superintendent.
- 1.2. The Board, in the case of the Superintendent, shall assume the sole responsibility for initiating the advertising process and shall make every reasonable effort to ensure Division employees are made aware.
- 1.3. The Superintendent, or designate, in all other instances, shall assume the sole responsibility for initiating the advertising process and shall make every reasonable effort to ensure all current Division employees are made aware.
- 1.4. The following process shall be followed for the Secretary-Treasurer position:
  - 1.4.1. The Superintendent shall be responsible for the creation of a shortlist of candidates for this position.
  - 1.4.2. The Board Chair, Board Vice-Chair and the Superintendent shall constitute the interview team. The Board's auditor may be asked to attend as an observer. The Superintendent may choose additional individuals to be part of the interview team.
  - 1.4.3. The decision will normally be made by consensus of the interview team. 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.
  - 1.4.4. The position shall have a role description and a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
- 1.5. All offers of employment to the Secretary-Treasurer shall be conditional on the successful applicant providing a criminal record check and a vulnerable sector check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.
- 1.6. The Superintendent is delegated full authority to recruit and select staff for all positions other than the Secretary-Treasurer positions detailed above.
  - 1.6.1. The Superintendent may choose to involve the Board Chair on the interview team for the associate superintendent positions.
  - 1.6.2. All senior administration-level positions shall have a role description, and each person shall have a written contract of employment. Before an offer of employment, the contract of employment shall be vetted by Division

legal counsel to ensure compliance with all applicable legal requirements. The Superintendent is delegated full authority to determine contract renewals.

**References**

Section 52, 53, 68, 222, 223, 224, 225 *Education Act*

Last reviewed:	Last updated:
	Sept. 17, 2015
May 8, 2017	
March 19, 2018	April 19, 2018
Aug. 30, 2018	Aug. 30, 2018
April 18, 2019	
Dec. 19, 2019	Dec. 19, 2019
June 2, 2021	
May 10, 2022	
May 10, 2023	May 25, 2023
May 1, 2024	May 30, 2024