

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. In all other instances, the Superintendent, or designate, 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 Superintendent is delegated full authority to recruit and select staff for all positions.
 - 1.4.1. The Superintendent may choose to involve the Board Chair on the interview team for the Secretary-Treasurer and associate superintendent positions.
 - 1.4.2. 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.
 - 1.4.3. 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 Superintendent.

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
Feb. 3, 2025	Feb. 20, 2025