

RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes that the recruitment and selection of District personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes strong leadership and administration at the District 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 reasonable effort to ensure that all current District 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 assistant superintendent and secretary-treasurer positions:
 - 3.1 The Superintendent will design a screening committee to conduct initial interviews.
 - 3.2 The screening committee will recommend candidates to be interviewed by the selection committee.
 - 3.3 The Board and Superintendent shall constitute the selection committee.
 - 3.4 The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority vote of the trustees.
 - 3.5 These positions shall have a role description and the person occupying each of the positions shall have a written contract of employment.
 - 3.6 The compensation grid will be determined by the Board and placement on the grid by the Superintendent.
4. The Superintendent is delegated full authority to recruit and select staff for all other District Office positions.
5. The Superintendent is delegated full authority to recruit and select staff for all school-based positions, including vice-principals and principals.

6. The Superintendent is delegated full authority to make all decisions regarding the term and/or continuing appointments of administrators.
7. In the event of an unexpected or short-term vacancy, the Superintendent may appoint an 'Acting Principal' or 'Acting Vice-Principal' without going through a formal selection process.
8. All offers of employment shall be conditional on the successful applicant providing a criminal records check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General). Additionally, the Superintendent or designate may require documentation certifying that the candidate is medically fit for the position.

Legal Reference: *Sections 15, 19, 20, 21, 22, 23, 24, 65, 85 School Act*