

Policy 15

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. Recruitment and selection of personnel should reflect the diversity of students and communities in the District, including Indigenous communities and First Nations on whose traditional territories our schools operate. Additionally, an equity lens should be applied to the recruitment process, and an awareness of unconscious biases that may potentially affect the hiring process should be maintained.

Recognizing the significance of a well-organized personnel selection process, the Board specifies that personnel appointments shall be governed by the following guidelines.

Specifically

1. The Board, in the case of the Superintendent, or the Superintendent's 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 administrative vacancies.
2. Vacant positions carrying administrative or District leadership responsibility shall be advertised within and outside the District, except where the position is filled by transfer or re-assignment. All factors being equal, priority shall be given to applicants who are members of the District staff.
3. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
4. The following process will be followed for senior administrative positions reporting directly to the Superintendent:
 - 4.1 The Superintendent shall ensure a thorough review of applications and thorough reference checking.
 - 4.2 The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
 - 4.3 The Superintendent shall form a selection committee to conduct interviews.
 - 4.4 The selection committee will attempt to achieve consensus. In the event this is not possible, the Superintendent will make the selection in consultation with the Board Chair.
 - 4.5 The appointment shall be by Board resolution, on the recommendation of the Superintendent.
 - 4.6 These positions shall have a role description and the person occupying each

of the positions shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.

5. The following process will be followed for the appointment of individuals to the position of Principal/Vice-Principal:
 - 5.1 The Superintendent shall ensure a thorough review of applications and adequate reference checking.
 - 5.2 The Superintendent shall form a selection committee to conduct interviews to admit individuals into a principal or vice-principal pool as and when necessary. The selection committee will include a trustee representative.
 - 5.3 The Board reviews information on the choice of individuals to be admitted to the pool. The pool remains in place until the end of the calendar year.
 - 5.4 Appointment of principals/vice-principals to specific schools shall be by the Superintendent.
 - 5.5 The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of principals/vice-principals.
6. Appropriate placement and transfer practices for principals/vice-principals are to enhance effective utilization of skills and abilities, and the professional growth of individuals. These objectives can best be achieved through the provision of some variety of school assignment over a period of years, and the best possible matching of known administrator strengths to identified current needs of a particular school.
7. The Superintendent is delegated full authority to recruit and select staff for all other staff positions, within the limitations of legislation, budget allocations and collective agreements.
8. 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.
9. 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

Revised: June 2022