

## **RECRUITMENT AND SELECTION OF STAFF**

The Board believes that the recruitment and selection of District staff is a shared responsibility between the Board and the Superintendent. The Board, in the case of the Superintendent's position, and the Superintendent in all other instances, will assume the sole responsibility for initiating the advertising process. The Board further believes that the recruitment and selection of staff should be based on merit and the best interests of District students.

### **Specific Responsibilities**

1. Superintendent/CEO
  - 1.1 The Board has sole authority to recruit and select individuals for the position of Superintendent/CEO.
  - 1.2 The Board will develop an "Ideal Candidate Profile" as part of the recruitment process.
2. Assistant / Deputy Superintendent
  - 2.1 The Board and Superintendent will share the recruitment process for the position of Assistant Superintendent, including the development of an "Ideal Candidate Profile" and short-listing of candidates.
  - 2.2 The Board and Superintendent will jointly interview short-listed candidates.
  - 2.3 The Board will select the successful candidate, in consultation with the Superintendent to seek consensus.
3. Secretary Treasurer
  - 3.1 The Superintendent will be responsible for the development of an "Ideal Candidate Profile" and short-listing of candidates.
  - 3.2 The Superintendent will form an interview team consisting of a minimum of two Trustees, selected by the Board Chair, plus any other individuals that the Superintendent may wish to include.
  - 3.3 The Superintendent will select the successful candidate, in consultation with the Board to seek consensus.
4. Principals, Assistant Principals, Directors and Supervisor of Religious Education
  - 4.1 The Superintendent will be responsible for the development of an "Ideal Candidate Profile" and short-listing of candidates.

- 4.2 The Superintendent will form an interview team consisting of a minimum of two Trustees, selected by the Board Chair, plus any other individuals that the Superintendent may wish to include.
  - 4.3 The Superintendent will make the final selection in consultation with other members of the interview committee.
5. Other District Office and School-Based Positions
- 5.1 The Superintendent will be responsible for the development of an “Ideal Candidate Profile” and short-listing of candidates.
  - 5.2 The Superintendent is delegated full authority to recruit and select staff for all District Office positions excluding the positions of Assistant Superintendent: Human Resources, Assistant Superintendent: Teaching & Learning, Secretary-Treasurer, and the Supervisor of Religious Education.
  - 5.3 The Superintendent is delegated full authority to recruit and select staff for all school-based positions excluding the positions of Principal and Assistant Principal.
6. Employment Contracts
- 6.1 The Superintendent is delegated the authority to make all offers of employment, and decisions regarding the term and/or continuing appointments/contracts of all District staff using contract templates approved by the Board .
  - 6.2 All offers of employment shall be conditional on the successful applicant providing a Police Information Check and Child Intervention Checks that are acceptable to the Board, in the case of the Superintendent’s position, and to the Superintendent in all other instances.
  - 6.3 The Board, in the case of the Superintendent’s position, and the Superintendent in all other instances, may require documentation certifying that the candidate is medically fit for employment in the District.

Reference: Sections 60, 92, 93, 95, 96, 97, 98, 99, 101, 102 and 103, School Act  
Cross Reference: Board Policy 4 – Role of the Superintendent/CEO