

RECRUITMENT AND SELECTION OF PERSONNEL

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

Specifically:

1. The Board, in the case of the Superintendent, or the Superintendent, in all other instances, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure that all current division employees are made aware of staff vacancies.
2. The following process will be followed for all senior administration positions based in central office (Superintendent, Deputy Superintendent, Assistant Superintendent, Secretary-Treasurer).
 - 2.1 The Board retains the sole authority to either create or dissolve such positions, which shall be done by Board motion, excepting that the Board must appoint a Superintendent and a Secretary-Treasurer.
 - 2.2 The Board has the sole authority to recruit and select individuals for the position of Superintendent. The Board, at its discretion, may include other persons on the interview team in a non-voting capacity.
 - 2.3 For other senior administration positions, the Superintendent shall be responsible for the creation of a short list of candidates for these positions. The interview team shall consist of the Superintendent, Assistant Superintendents, one (1) member of the Administrators' Association Executive and a minimum of two (2) trustees.
3. The Superintendent is delegated full authority to recruit and select staff for all central office positions including senior administration.
4. The following process will be followed for the appointment of candidates to the position of Principal:
 - 4.1 The Superintendent shall form an interview team consisting of two central office administrators, the local trustee(s) and teacher representative(s) from staff, when applicable, and him/herself.
 - 4.2 If consensus is not reached, the final selection will be made by the Superintendent.
 - 4.3 The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.

5. The Superintendent is delegated full authority to recruit and select staff for all school-based positions up to and including those of Assistant Principal.
6. All offers of employment shall be conditional on the successful applicant providing a criminal records check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

Adopted: August 2004
Revised: December 2005
January 2010
June 2011