

## Board Policy 17

### Recruitment and Selection of Personnel

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The Board believes strong leadership and administration at the Division and school levels are essential to the effective and efficient operation of the schoolsystem.

#### Specifically

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
2. The Superintendent or designate, will have the sole responsibility for initiating the advertising and selection process for all other Division personnel.
3. The following process will be followed for the Deputy Superintendent and Secretary-Treasurer positions:
  - 3.1 The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
  - 3.2 The interview panel shall consist of the Superintendent and three (3) trustees. The Superintendent may add personnel with particular expertise to the panel.
  - 3.3 The Superintendent will, in consultation with the selection committee, have the final choice.
  - 3.4 These positions shall have a role description and each person occupying one (1) of the positions shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
  - 3.5 Consistent with the Clause 116 of the School Act the Superintendent will recommend the candidate for Secretary-Treasurer.
4. The Superintendent is delegated full authority to recruit and select staff for all Central Office positions, not including the senior administration level detailed above.

5. The following process will be followed for the appointment of candidates to the position of Principal:
  - 5.1 The Superintendent shall form an interview team which would normally include a local trustee(s).
  - 5.2 The Superintendent will have the final choice.
  - 5.3 The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of principals.
6. The Superintendent is delegated full authority to recruit and select staff for all remaining school-based positions, including assistant principals.
7. In the event of an unexpected or short-term vacancy, the Superintendent may appoint an "acting Principal" or "acting Associate Principal" without going through a formal selection process. The position, if still vacant, would be advertised prior to the commencement of the subsequent school year.
8. The Superintendent may initiate a procedure of transfers of principals and assistant principals between schools.
9. All offers of employment shall be conditional on the successful applicant providing a criminal record check that is acceptable to the Superintendent.
10. Every reasonable effort shall be made to ensure that all current Division employees are made aware of employee opportunities.

Reference: Sections 60, 61, 113, 114, 115, 116, 117 School Act