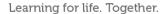


## Board Policy 17

## **Recruitment and Selection of Personnel**

The Board believes in recruiting and selecting the best, well-suited, and qualified staff to meet the needs of the Division.

- 1. The Board has the sole authority to recruit and select the Superintendent.
- 2. The Superintendent has the sole authority to recruit and select all other Division personnel.
- 3. The following process will be followed for the Deputy Superintendent and Secretary-Treasurer positions:
  - 3.1 The Superintendent will create a short-list of candidates.
  - 3.2 The interview panel will consist of the Superintendent and three (3) Trustees as chosen by the Board. The Superintendent may add personnel with expertise to the panel.
  - 3.3 The Superintendent will, in consultation with the panel, select the successful candidate.
  - These positions will have a role description and the person occupying each position will have a written contract of employment. The Superintendent will determine contract renewals.
- 4. The following process will be followed for the appointment of candidates to the position of Principal:
  - 4.1 The Superintendent will form an interview panel which would include a local Trustee(s). A local Trustee may be replaced by another Trustee if there are conflicting circumstances.
  - 4.2 The Superintendent will, in consultation with the panel, select the successful candidate.
- 5. The Superintendent will recruit and select staff for all remaining positions.
- 6. The Superintendent may initiate a procedure of transfers of Principals and Assistant Principals between schools.





- 7. All offers of employment will be conditional on the successful applicant providing a criminal record check that is acceptable to the Superintendent.
- 8. Every reasonable effort will be made to ensure that all employees are made aware of Division employment opportunities.

References: Education Act – Sections 33, 52, 53, 68, 204, 222, 224, 225 Freedom of Information and Protection of Privacy Act