

RECRUITMENT AND SELECTION OF PERSONNEL

The board believes strong leadership and administration at the district and school levels are essential to the effective and efficient operation of the school system.

Specifically

1. Any changes to the organizational structure shall be approved by the board prior to the commencement of recruitment and selection processes commence.

Superintendent

2. The board, in the case of the superintendent, or the superintendent, in all other instances, shall have sole responsibility for initiating the advertising process and shall make reasonable effort to ensure that all current district employees are made aware of staff vacancies.
3. The board has the sole authority to recruit and select an individual for the position of superintendent and anyone who is expected to act in the place of the superintendent for a period in excess of one hundred and eighty (180) days.
4. In order to protect the board from sudden loss of the superintendent's services, the superintendent shall ensure that staff are designated to perform the services of the superintendent in the case of a short-term or prolonged absence, and that the chair is advised of the delegation.

Non-School Based Positions

5. The following process shall be followed for the following senior district management positions Assistant superintendent and secretary treasurer positions:
 - 5.1 The superintendent is delegated full authority to recruit and select senior staff and district management positions within the limitations of legislation, budget allocations and collective agreements.
 - 5.2 The superintendent shall engage in a consultative process in order to assist in the development of an ideal candidate profile.
 - 5.3 These positions shall have a written role description and the person occupying each of the positions shall have a written contract of employment consistent with the board approved template contract.
 - 5.4 Compensation will be determined based on BCPSEA compensation guidelines.

- 5.5 The superintendent shall invite trustees to sit on the interview panel for these positions. The authority to select the successful candidate, however is that of the superintendent alone.
6. The superintendent is delegated full authority to recruit and select staff for all other non-school based positions within the limitations of legislation, budget allocations, contracts and collective agreements.

Principal and Vice-Principal Positions

7. At the discretion of the superintendent and within the constraints of this policy, principal or vice-principal vacancies shall be filled through either: Principal and Vice-Principal mobility, selection from the Vice-principal hiring pool; or through competition for a posted vacancy.
8. *Principal and Vice-Principal Mobility*
 - 8.1 The Board of Education believes that changes in Principal and Vice-Principal assignments can be positive for professional growth and the strengthening of system leadership.
 - 8.2 The superintendent is delegated authority for determining such changes in assignment.
 - 8.3 Consideration for transfer may be initiated at the request of either the principal or the superintendent. Normally, such consideration shall be given after the principal has held an appointment for a reasonable period of time, and there is value to be gained by a transfer.
 - 8.4 Once mobility transfers have been completed the superintendent shall inform the board of these new assignments.
9. *Vice Principal Hiring Pool*
 - 9.1 The district shall maintain a Vice-Principal. (District Eligible Administrator Pool (DEAP).
 - 9.2 Internal applicants may remain in the pool for two (2) years. External applicants remain in the pool for one (1) year. After one (1) year, the external applicants are reviewed and their references checked. Positive references may allow external applicants to remain in the eligibility pool for a second year.
10. *Competition for a Posted Vacancy for Principal of Vice-Principal Positions*
 - 10.1 The superintendent is delegated full authority for all aspects of the selection processes for the positions of Principal and Vice-Principal except as otherwise provided for in this policy. This delegated authority includes but is not restricted to: establishing and carrying out a consultation process, recruitment, advertising, reviewing applications, short-listing, developing interview processes, communications with candidates, chairing the interview process including directing the questions to the candidates and facilitating the panel's review of short-listed

candidates, determining the preferred candidate, making the appointment, and ensuring appropriate contractual arrangements.

All Other School-Based Positions

11. The superintendent is delegated full authority to recruit, select, assign and reassign staff for all school-based positions, within the limitations of legislation, budget allocations, contracts and collective agreements.
12. 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.
13. All offers of employment shall be conditional on the successful applicant providing a criminal records check acceptable to the superintendent or one provided through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General).

Legal Reference: Sections 15, 19, 20, 21, 22, 23, 24, 65, 85 *School Act*

Adopted: September 2019