
Policy 15

RECRUITMENT AND SELECTION OF PERSONNEL

Recognizing the significance of well-organized recruitment and selection processes, the Board specifies that personnel appointments shall be governed by the following.

Specifically

1. The Board, in the case of the Superintendent, and the Superintendent, in all other instances, shall assume the sole responsibility for initiating the advertising process and will make reasonable effort to ensure that all current District employees are made aware of staff vacancies.
2. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
3. In order to protect the Board from sudden loss of the Superintendent's services, the Superintendent shall ensure that staff is 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.
4. 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.
5. Personnel principles which are to guide the Superintendent include: the recruitment and retention of those who can provide the best possible educational and support services to students, the provision of equal employment opportunities, employee consultation, the need for clearly defined regulations and procedures, the primary importance of student welfare, professionalism, and confidentiality.
6. Reference checks must always be done for external candidates.
7. Successful external candidates who are not covered by the Criminal Records Review Act will be required to have a local criminal record search completed. A criminal record check is mandatory for anyone employed by the Board. All employment with the District will be conditional upon a satisfactory Criminal Record Check.
8. The Superintendent shall establish clear selection processes to ensure that the best possible candidates are advanced to District leadership positions. The highest standards of professional leadership in instruction, administration and supervision are the expected result of this selection and the ongoing personnel practices of the District.
9. The Superintendent shall ensure all excluded positions have a current job description and the person occupying each of the positions shall have a written contract of employment as part of the recruitment and selection process.

10. Contractual provisions offered shall be in accordance with the Board approved template contract related to the position.
11. Any compensation grid shall be determined by the Board and placement on the grid by the Superintendent.

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