

## Policy 15

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### RECRUITMENT AND SELECTION OF PERSONNEL

Recognizing the significance of a well-organized personnel selection process, the Board specifies that personnel appointments shall be governed by the following guidelines.

#### Specifically

1. The Board, in the case of the Superintendent, or the Superintendent or designate, in all other instances, will 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 administrative vacancies.
2. Vacant positions of one year or more and carrying administrative or District leadership responsibility shall be advertised within and outside the District, except where the position is filled by transfer or re-assignment.
3. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
4. In regard to exempt positions, the Superintendent shall:
  - 4.1 Recruit and select Assistant Superintendents and the Secretary-Treasurer as required, with Board advice;
  - 4.2 Recruit, select, assign, reassign and terminate other exempt employees, other than Assistant Superintendents and the Secretary-Treasurer, as required;
  - 4.3 Make recommendations to the Board on exempt staff compensation
  - 4.4 Inform the Board of hiring, assignment, reassignment and termination of exempt employees
  - 4.5 Ensure exempt positions have a role description and the person occupying each of the positions has a written contract of employment.
5. The Superintendent shall recruit, select, assign, reassign and terminate Principals and Vice-Principals as required. Appropriate placement and transfer practices for principals/vice-principals are to enhance effective utilization and skills and abilities and the professional growth of individuals. These objectives can best be achieved through the provision of some variety of school assignment over a period of years, and the best possible matching of known administrator strengths to identified current needs of a particular school.
6. 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.
7. All offers of employment shall be conditional on the successful applicant providing a criminal records check through the Criminal Records Review Program (Ministry of Public Safety and

Solicitor General). Additionally, the Superintendent or designate may require documentation certifying that the candidate is medically fit for the position.

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

Adopted: September 2018