Policy 11: Recruitment, Selection and Recognition of Personnel

Purpose:

The recruitment and selection of District personnel is a shared responsibility between the Board and the Superintendent. Strong leadership and administration at the District and school levels are essential to the effective and efficient operation of the school system.

Specifically

1. All openings for vacant positions will be communicated internally, and may be advertised externally. All senior administrator positions will be publicly advertised.

2. All positions in the District will have job descriptions.

3. The Board has the sole authority to recruit and select an individual for the position of Superintendent.

4. The following process will be followed for the Assistant Superintendent and Director of Corporate Services positions:

    4.1. The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
    4.2. The interview team shall include, at minimum, the Superintendent and representatives from the Board.
    4.3. The successful candidate must be supported by a clear majority of the interview team. The Superintendent must support the candidate selected.
    4.4. Each person occupying one of the positions shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.

5. The Superintendent is delegated full authority to recruit and select staff for all central office positions, including maintenance and technology staff.

6. The following process will be followed for new appointments to Principals positions (not including transfers):

    6.1. The Superintendent shall be responsible for the creation of a short list of candidates for those positions.
    6.2. The Superintendent shall form an interview team which will include at least one Trustee.
    6.3. The successful candidate must be supported by a clear majority of the interview team. The Superintendent must support the candidate selected.

7. The Superintendent is delegated the full authority to recruit and select staff for all other school-based positions, including vice-principals.

    Note: The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of principals and vice-principals.

In the event of an unexpected or short-term vacancy, the Superintendent may appoint an "Acting 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.

The Superintendent may transfer personnel, including principals, between schools without going through an advertising and competition process.

All offers of employment shall be conditional on the successful candidate providing a criminal record check that includes vulnerable sector screening that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position. All offers of employment shall be in writing.

All individuals involved in recruitment and selection of personnel shall abstain from participation in proceedings where there is a conflict of interest.

Recognition

The Board recognizes that the success of the District is a result of the contributions made by its employees.

Employees will be recognized for their cumulative years of service in five-year increments as outlined in Administrative Procedure 407. The Board's annual budget will include a line item specifically for employee recognition.

References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	**Revision Description**	**Approved Date**	**Review Date**
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 April 2015 June 2017	2022-2026 Board
4	No changes recommended.	January 2026	Fall of 2025