



Recruitment and Selection of Personnel

Policy References	Policy Development Tracking
External: Education Act: Sections 85, 87 Internal:	Adopted: June 28, 2011 Amended: June 26, 2018

The Board believes that the recruitment and selection of Division personnel is a shared responsibility between the Board and the Director.

The Board further believes strong central leadership and administration at the Division level is essential to the effective and efficient operation of the school system.

Specifically

1. The Board has the sole authority to recruit and select an individual for the position of Director.
2. The Board, in the case of the Director, or the Director or designate, in all other instances, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure that all current Division employees are made aware of staff vacancies.
3. The following process will be followed for the Superintendent of Business position:
 - 3.1 The Board and the Director shall constitute the selection committee.
 - 3.2 The selection committee shall be responsible for the creation of a short list of candidates and a selection process for these positions.
 - 3.3 The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority of the trustees in attendance and the Director. The Director must be one of the votes in the majority.
 - 3.4 These positions shall have a role description and the person occupying the position shall have a written continuous contract of employment.
4. The following process will be followed for other Superintendent or Supervisor positions.
 - 4.1 The Board Chair or Vice-Chair and one (1) other trustee, the Director and a Director’s designate shall constitute the selection committee.
 - 4.2 The selection committee shall be responsible for the creation of a short list of candidates and a selection process for these positions.
 - 4.3 The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority of the trustees in attendance and the Director. The Director must be one of the votes in the majority.
 - 4.4 These positions shall have a role description and the person occupying the position shall have a written continuous contract of employment.
5. The Director is delegated full authority to recruit and select staff for all Division Office positions other than those outlined above.

6. The following process will be followed for Principal positions:
 - 6.1 The subdivision trustee, if available, SCC Chair or designate and two (2) designates of the Director shall constitute the selection committee.
 - 6.1.1 For Colony schools the subdivision trustee, if available, two (2) designates of the Director, the German Teacher and Reverend may constitute the selection committee.
 - 6.2 The Director's designates shall be responsible for the creation of a short list of candidates and a selection process for these positions.
 - 6.3 The selection committee will attempt to achieve consensus. The Director's designate must approve the selection.
 - 6.4 The position shall have a role description and the person occupying the position shall have a written continuous contract of employment.
7. The Director is delegated full authority to recruit and select staff for all school-based positions, including that of Vice-Principal.
8. All vacant administrative positions must be advertised and filled through an open competition.
9. In the event of an unexpected or short-term vacancy, the Director may appoint an "Acting Principal" or "Acting Vice-Principal" without going through a formal selection process. The position, if still vacant, must be advertised prior to the commencement of the subsequent school year.
10. All offers of employment shall be conditional on the successful applicant providing a criminal record check/vulnerable sector check that is acceptable to the Director or designate. Additionally, the Director or designate may require documentation certifying that the candidate is medically fit for the position.