

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 process.

Superintendent

2. The Board, in the case of the Superintendent, or the Superintendent or Secretary Treasurer, 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 positions of Superintendent and Secretary Treasurer and anyone who is expected to act in the place of the Superintendent or Secretary Treasurer 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 or Secretary Treasurer's services, the Superintendent and Secretary Treasurer shall ensure that staff are designated to perform the services of the Superintendent or Secretary Treasurer respectively 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, Director, Accountant and Manager positions:
 - 5.1 The Superintendent or Secretary Treasurer shall commence the recruitment process for these positions within the limitations of legislation, budget allocations and collective agreements.
 - 5.2 The Superintendent or Secretary Treasurer 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 ultimately selected will only be offered a written contract of employment consistent with the Board approved template contract.
 - 5.4 Compensation will be determined based on BCPSEA compensation guidelines. The Board shall approve any applicable salary grid and the Superintendent or Secretary Treasurer shall determine the successful applicant's placement on the grid.
 - 5.5 The Superintendent and Secretary Treasurer will serve on the selection panel. The Chair shall select Trustees to sit on the selection panel for these positions and so inform the Superintendent or Secretary Treasurer as to those selections in a timely manner. The panel shall be involved in the short-listing and interview processes. The panel will attempt to achieve consensus regarding the successful candidate. If this is not possible the majority position shall be upheld providing the Superintendent or Secretary Treasurer, whomever is in a reporting relationship with the position being selected is in the majority.
6. The Superintendent or Secretary Treasurer 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. The Superintendent will make recommendations regarding transfers/reassignments of Principals and Vice-Principals. The Board will approve these prior to any individual competitions being held for specific Principal or Vice-Principal positions.
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 shall recommend such changes in assignment for Board approval.
 - 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/Principal (District Eligible Administrator) Pool.
 - 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 shall be 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 or Vice-Principal Positions

- 10.1 The Superintendent is delegated 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: developing an ideal profile, 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 for the successful candidate signing the Board approved template contract. The Superintendent shall develop a consultation process prior to the initiation of the competition, based on the position being filled, ensuring staff are included in such consultation.
- 10.2 For Principal competitions, the Superintendent shall determine the selection panel providing the panel includes Trustees selected by the Chair of the Board. The Secretary Treasurer and a PAC representative must have the opportunity to be a member of such selection panels. Trustee availability shall be such that the process is not impeded or delayed. Further, selected Trustees must be available for the entire interview process. The panel composition shall comply with the CFTA Collective Agreement.
- 10.3 For Vice-Principal competitions, the Superintendent shall determine the selection panel providing the panel includes the local Trustee(s) and the Secretary Treasurer has the opportunity to be involved.
- 10.4 Reference checks shall be completed for all short-listed candidates.

11. The Superintendent and Secretary Treasurer shall have full responsibility to recruit and select for all other positions within their respective organizational charts.

- 11.1 All salary grids must be approved by the Board and the Superintendent and Secretary Treasurer have the authority to determine the selected candidate's position on the respective salary grid.
- 11.2 Role descriptions must be provided to all selected candidates.

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