

## Board Policy 17

### Recruitment and Selection of Personnel

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The Board believes in recruiting and selecting the best, well-suited, and qualified staff to meet the needs of the Division.

1. The Board has the sole authority to recruit and select the Superintendent.
2. The Superintendent has the sole authority to recruit and select all other Division personnel.
3. The following process will be followed for the Deputy Superintendent and Secretary-Treasurer positions:
  - 3.1 The Superintendent will create a short-list of candidates.
  - 3.2 The interview panel will consist of the Superintendent and three (3) Trustees as chosen by the Board. The Superintendent may add personnel with expertise to the panel.
  - 3.3 The Superintendent will, in consultation with the panel, select the successful candidate.
  - 3.4 These positions will have a role description and the person occupying each position will have a written contract of employment. The Superintendent will determine contract renewals.
4. The following process will be followed for the appointment of candidates to the position of Principal:
  - 4.1 The Superintendent will form an interview panel which would include a local Trustee(s). A local Trustee may be replaced by another Trustee if there are conflicting circumstances.
  - 4.2 The Superintendent will, in consultation with the panel, select the successful candidate.
5. The Superintendent will recruit and select staff for all remaining positions.



6. The Superintendent may initiate a procedure of transfers of Principals and Assistant Principals between schools.
7. All offers of employment will be conditional on the successful applicant providing a criminal record check that is acceptable to the Superintendent.
8. Every reasonable effort will be made to ensure that all employees are made aware of Division employment opportunities.

References: Education Act – Sections 33, 52, 53, 68, 204, 222, 224, 225  
Freedom of Information and Protection of Privacy Act

