

RECRUITMENT AND SELECTION OF PERSONNEL

Background

The Board of Trustees believes that the Superintendent is accountable for the recruitment of Division personnel, and delegates the hiring responsibility to the Superintendent. Subject to the regulations, a Board shall appoint an individual as a superintendent of schools for a period of not more than 5 years.

Guidelines:

1. The Superintendent shall ensure that:
 - 1.1. a competitive process is used.
 - 1.2. Division employees are made aware of vacancies.
 - 1.3. role descriptions are reviewed and, where necessary, revised prior to advertisement of the positions.
 - 1.4. best hiring practices are followed.
 - 1.5. a School Council representative has an opportunity to give input to the position profile.
2. When interviewing candidates for the position of principal/senior administration, the Superintendent shall form an interview panel consisting of at least the Superintendent, and two other voting members. Up to two trustees will be invited to attend in an observatory capacity.
3. All offers of employment shall be made:
 - 3.1. to certificated teaching staff on the appropriate Contract of Employment.
 - 3.2. to support staff in writing.
4. All offers of employment shall be conditional on the successful applicant providing a criminal records check that is acceptable to the employer. Additionally, the employer may require certification that the candidate is medically fit for the position.
5. Each year, the Board and Superintendent will review the structure of the senior executive.

Legal References

Education Act, Sections 52, 53, 68, 197, 222, 223, 224, 225, Regulation 98/2019

Approval Dates

February 2006, 2007, 2008, April 2009, February 2012, April 2015, June 2017, June 2020, August 2023

Revision Dates

February 2004, March 2005, April 2009, June 2020, August 2023