

## SECTION 3 PERSONNEL

### Part A: Hiring Employees

#### 3000 Hiring of Personnel

Policy 3000                      STATUS: APPROVED

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#### *HIRING OF PERSONNEL*

Board Approved: October 29, 1997

Last Revised: June 19, 2013; September 2020

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#### Description:

The Board of Education has a single employee in the Superintendent of Schools. The selection of a new Superintendent will follow a process agreed upon by the Board as a whole.

The authority to hire all school and administrative staff for the District is delegated to the Superintendent to achieve. Trustees may participate in the selection of administrators, acting in the role of consultant. The final decision will be the responsibility of the Superintendent.

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1. The selection of the Secretary Treasurer will be achieved through a committee of the Board having no fewer than 3 trustees, the incumbent Secretary Treasurer (as is practical) and the Superintendent of Schools.
  - 1.1. The committee will consider applications and determine a short list for interviews;
  - 1.2. Interviews will be conducted by the Superintendent of Schools through a panel interview comprised of trustees and senior staff;
  - 1.3. The Superintendent will make the final decision regarding the Secretary Treasurer selection.
  
2. The selection of senior administrative staff (Assistant Superintendent, Director of Instruction, District Principal) will occur in consultation with the Board of Education. The Superintendent of Schools will:
  - 2.1. Develop a job description, with a required skills and experience profile;
  - 2.2. Consider internal candidates first. The position may be posted or, in consultation with the board, the internal candidate may be appointed to the position;
  - 2.3. If the position is posted, a short list of candidates will be developed after communicating the position vacancy and completing thorough reference checking and screening;
  - 2.4. Initiate an interview committee comprised of the Superintendent, senior staff and the Board Chairperson (or designate);
  - 2.5. Introduce the new senior administrator to the Board.
  
3. The Superintendent will be responsible for the selection and hiring of management staff, including Principals and Vice Principals. The Superintendent of Schools will:
  - 3.1. Develop a job description, with a required skills and experience profile;
  - 3.2. Consult with the current principal/manager concerning the attributes and needs for the position and maintain a profile of the attributes for the position after communicating where advisable, with the school's Parent Advisory Committee and school staff;
  - 3.3. Consider internal candidates;
  - 3.4. Engage in a thorough screening and reference checking process prior to establishing a short list;

- 3.5. Initiate an interview committee comprised of senior staff and at least one Trustee (the trustee assigned to the school). Where practical, the PAC chair should be invited to participate in principal interviews;
  - 3.6. Report the selection of principal to the Board as a whole and the PAC chair.
4. Selection of all other staff is delegated to the Superintendent of Schools. The Superintendent of Schools shall ensure that:
    - 4.1. Processes are in place to identify the best person for the position;
    - 4.2. Staffing levels are supported by the Board approved budget;
    - 4.3. Staff have been appropriately screened; Staff hired are qualified to meet the job requirements;
    - 4.4. All staff require a criminal record check on file.