

## SECTION 3 PERSONNEL

### Part A: Hiring Employees

#### 3000 Hiring of Personnel

Policy 3000                      STATUS: ADOPTED

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#### *HIRING OF PERSONNEL*

Board Approved: October 29, 1997

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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 choose to participate in the selection of administrators, acting in the role of consultant. The decision of the Superintendent is primary.

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. The committee will arrive at a candidate for recommendation to the Board as a whole.
2. The selection of senior management staff (Assistant Superintendent, Director of Instruction, District Principal) is a matter that requires direct consultation with the Board of Education. Consequently, the Superintendent of Schools shall:
  - i) nominate to the Board, and prior to engaging in a candidate search, internal candidates who have the necessary skills, experience, and who are supported by the Superintendent of Schools
  - ii) develop a job description, with a required skills and experience profile
  - iii) develop a short list of candidates after communicating the position vacancy and completing thorough reference checking and screening
  - iv) initiate an interview committee comprised of the Superintendent, senior staff and the Board Chairperson (or designate)
  - v) make a recommendation to the Board as a whole, of the preferred candidate after the completion of interviews together with a report on the apparent strengths and qualifications demonstrated by the candidate
  - vi) Introduce (as practical) the new senior manager to the Board.

3. The selection and hiring of management staff/Principals/Vice Principals are complex and important tasks. Consequently, the Superintendent of Schools shall:
  - i) 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 possible, with the School's Parent Advisory Committee, school staff, Principal and Vice Principals.
  - ii) engage in a thorough screening and reference checking process prior to establishing a short list.
  - iii) consider internal candidates
  - iv) initiate an interview committee comprised of senior staff and at least one Trustee. Where practical, the PAC chair should be invited to participate in principal or vice principal interviews.
  - v) Report the selection of principal to the Board as a whole and the PAC chair.
  
4. The Selection of staff to positions of special responsibility is delegated to the Superintendent of Schools. The Superintendent of Schools shall:
  - i) ensure that the number of positions of special responsibility do not exceed that provided for in the budget
  - ii) ensure that each position of special responsibility has a current job description
  - iii) ensure that the selection of personnel to positions of special responsibility includes reference to skills and qualifications
  
5. Selection of all other staff is delegated to the Superintendent of Schools. Consequently, the Superintendent of Schools shall ensure that:
  - i) the best person for the position is identified
  - ii) no staff are hired beyond the levels supported by the Board approved budget
  - iii) staff have been appropriately screened
  - iv) staff hired are qualified to meet the job requirements
  - v) all staff have a criminal record check on file.