

RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes that the recruitment and selection of Division personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes strong central leadership and administration at the Division level is essential to the effective and efficient operation of the school system.

Specifically

1. The Board, in the case of the Superintendent, or the Superintendent or designate, in all other instances, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure that all current Division employees are made aware of staff vacancies.
2. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
3. The following process will be followed for all Coordinators, Directors and Consultants:
 - 3.1 The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
 - 3.2 The Board, the Superintendent and designate(s) shall constitute the interview team.
 - 3.3 The decision will normally be made by consensus of the interview team. The Superintendent will have the final choice.
 - 3.4 These positions shall have a role description and each person occupying one of the positions shall have a written contract of employment. The Board retains authority to determine contracts and contract renewals after receiving a recommendation from the Superintendent.
4. The Superintendent is delegated full authority to recruit and select staff for all central office positions not including the senior administration level detailed above.
5. The following process will be followed for the new appointments (not including transfers) to the positions of principal and vice-principal:
 - 5.1 The Superintendent shall form an interview team which will include at least one trustee, and may include others as deemed necessary.
 - 5.2 The School Council will be invited to submit a profile of the ideal candidate for the school.
 - 5.3 The decision will normally be made by consensus of the interview team. The Superintendent will have the final choice.

- 5.4 The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of school-based administrators utilizing Board approved contract templates.
6. The Board agrees to reimburse out-of-town candidates who attend interviews for the following administrative positions: principal, Director of Religious Education, Associate Superintendent of Student Services, Secretary-Treasurer, Deputy Superintendent, and Superintendent. Reimbursement will include normal travel expenses (either the cost of an economy air fare, or Government of Alberta rate per kilometer), plus any necessary food and lodging costs.
 7. The Superintendent is delegated full authority to recruit and select staff for all other school-based positions.
 8. In the event of an unexpected or short-term vacancy, the Superintendent may appoint an “acting principal” or “acting vice-principal” without going through a formal selection process.
 9. The Superintendent or designate may initiate a procedure of transfers of principals and vice-principals between schools without going through an advertising and competition process.
 10. All offers of employment shall be conditional on the successful applicant providing a criminal record check and a child welfare information services (CWIS) check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

Legal Reference: Section 60, 61, 113, 114, 115, 116, 117 School Act
Freedom of Information and Protection of Privacy Act

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