



SD 42 PROCEDURE: 7201.1

RECRUITMENT AND SELECTION OF SENIOR TEAM POSITIONS, PRINCIPALS AND VICE PRINCIPALS, AND EXCLUDED STAFF

THE RECRUITMENT PROCESS

The Director of Human Resources, or designate, will work closely with the Superintendent, or designate, to produce a hiring strategy to support selection decisions of the highest standards. The strategy will include:

- A comprehensive review and renewal of the job description to ensure that it closely aligns with the Board's vision, values and objectives;
- An advertising process for internal and where necessary, external candidates;
- Appropriate objective assessment methods identifying the key criteria as outlined in the job description and be applied during any shortlisting, interviewing, testing, and referencing processes;
- A recruitment timetable;
- A communication strategy to inform our employees and key stakeholders of appointments.

PROCEDURE

All applicants are to apply in the format and within the timeline specified on the posting.

The shortlisting committee appointed by the Superintendent, or designate, will review all applicant resumes and provide shortlisting recommendations to the Superintendent.

The selection panel appointed by the Superintendent, or designate, will review shortlisted applications, interview shortlisted applicants and make a recommendation to the Superintendent, or designate. The selection panel for senior staff, principals and vice principals will include a Board member if they are available. The Superintendent, or designate, will make the final hiring decision based on the recommendations received from the selection panel and review of the candidate references.

All offers of employment shall be conditional upon successful completion of background checks including successfully completing a criminal records check review through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General). Additionally, the Superintendent or designate may require documentation certifying that the candidate is medically fit for the position.

At the recommendation of the Superintendent the Board shall ratify the appointment.

RECEIVED FOR INFORMATION: June 26, 2013 and December 14, 2016