



SD 42 POLICY: 7201

RECRUITMENT AND SELECTION OF PERSONNEL

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

The Board's objective is to consistently hire and retain employees who have a desire for excellence and to ensure that our recruitment and selection practices are viewed as fair and professional to both current employees and external candidates.

The Board wants to enable all employees to reach their potential insofar as this is possible within the organization's objectives. Since each appointment is viewed as a key business decision, the organization will view skills, knowledge, and ability as the major factors in selecting individuals for vacant or new positions.

ROLES AND RESPONSIBILITIES

The Board serves a governance role in the recruitment and selection of personnel, and is responsible for setting policy and providing oversight to the process.

The Superintendent is responsible for developing specific recruitment, selection, and assignment procedures for the implementation of this Board policy.

AUTHORITY

The Board has the sole authority to recruit and select an individual for the position of Superintendent of Schools.

The Superintendent is delegated full authority to recruit and select staff for all other district based positions, including Secretary Treasurer, Deputy Superintendent, Assistant Superintendents and Directors of Instruction.

The Superintendent is delegated full authority to recruit and select staff for all school- based positions, including Principals and Vice-Principals.

The Superintendent is delegated full authority to make all decisions regarding the term and/or continuing appointments of administrators.

At the recommendation of the Superintendent the Board shall ratify the appointments of Secretary Treasurer, Deputy Superintendent, Assistant Superintendents, Directors, Principals and Vice-Principals.

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. Temporary appointments exceeding twenty days will be brought to the Board for ratification at the next scheduled Board meeting.

Principals and Vice-Principals are authorized to designate a teacher to be in charge when they are absent from the school for less than five days.

APPROVED: June 26, 2013

AMENDED: December 11, 2019