



## SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

### 510 – Recruitment and Selection of Exempt Staff

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#### 1.0 General

- 1.1 The Board of Education believes that in order to achieve the best possible educational outcomes for students, it is essential to recruit, select and retain highly qualified, dedicated and caring employees.
- 1.2 The Board, in the case of the Superintendent, will assume sole responsibility for initiating the recruitment process. The Superintendent, in all other instances, will assume sole responsibility for initiating staffing processes. The Superintendent of Schools may delegate staffing responsibilities to other administrative staff.
- 1.3 The Board values input from staff and parents to aid in developing criteria for the selection of employees, and, where appropriate, opinions regarding candidate suitability. All committee members participating in the selection process must adhere to confidentiality and provisions of the FOIPPA.
- 1.4 The Board accepts that a periodic change of assignments of principals and vice-principals may be beneficial to the individuals and to the school district as a whole. The Board further believes that each principal/vice-principal has specific administrative/supervisory strengths and a transfer of a principal/vice-principal may enable a school to benefit from these strengths.
- 1.5 Recognizing that an indicator of performance is past performance, the Board expects that references are thoroughly canvassed. It shall be the Superintendent's responsibility to ensure that candidates' credentials are verified.
- 1.6 The Superintendent of Schools will notify the Board of all appointments of teachers and support staff as soon as possible after appointments are made.

#### 2.0 Guidelines for Selection of Staff

- 2.1 Selection of the Superintendent of Schools/Chief Executive Officer:
  - 2.1.1 A committee composed of all available Board members and chaired by the Board Chairperson will meet to discuss the recruitment process and develop the desired qualifications, skills and characteristics for the position.
  - 2.1.2 As the Board addresses succession planning needs, the Board will decide to:
    - (a) make a direct appointment by promoting a current School District 10 (Arrow Lakes) employee to the position of Superintendent of Schools/Chief Executive Officer; or

- (b) conduct an open competition recruitment process that includes posting the position and receiving applications from interested candidates; or
- (c) consider and adopt an alternative selection process, based on a specific set of circumstances, to allow the Board to successfully identify and appoint a candidate who is best able to serve the district's needs.

2.1.3 The Board may choose to hire a consultant to assist in the recruitment and selection process.

2.1.4 The following process applies when the Board holds an open competition recruitment process for the position of Superintendent of Schools/Chief Executive Officer:

2.1.4.1 Input from partner groups may be sought and considered.

2.1.4.2 Should circumstances warrant, the position may be advertised locally, provincially, and nationally.

2.1.4.3 Subsequent to advertising, a short-list committee will examine all applications and decide on a short-list of applicants based on the criteria established and the qualifications and characteristics of the candidates. References for the short-listed candidates will be thoroughly canvassed.

2.1.4.4 The short-listed candidates will be provided with detailed school and district information.

2.1.4.5. When possible the short-listed candidates will be invited into the district, at Board expense. The candidates will have the opportunity to:

2.1.4.5.1 Tour the district and meet with staff.

2.1.4.5.2 Meet with the out-going Superintendent, if suitable.

2.1.4.5.3 Attend informal social events.

2.1.4.5.4 Participate in onsite interview(s) by the Board of Education, representatives from partner groups will be given the opportunity to provide input.

2.1.5 The Trustees will then meet in a closed session to select the new Superintendent of Schools.

## 2.2 Selection of District and School Based Staff:

2.2.1 The Superintendent will establish a suitable selection process in consultation with the Board.

2.2.2 The Board will assess the district succession plan, and make a determination as to its impact on the recruitment process.

2.2.3 Input from partner groups may be sought and considered.

2.2.4 The Superintendent will be responsible for determining suitable posting and advertising.

2.2.5 In the event that a position for principal or vice-principal is posted, the Superintendent will endeavor to ensure that consultation with staff and parents takes place. These measures for input may include forms of consultation such as staff and parent input to criteria setting,

participation on an interview committee, and candidates meeting with PAC and staff at the school.

2.2.6 References shall be thoroughly canvassed and interviews structured to determine the most suitable candidate.

### 3.0 Transfers of Administrative Staff

3.1 From time to time, the Superintendent will review principal/vice principal assignments and make recommendations to the Board regarding possible transfers.

3.2 Where a transfer is being effected, the selection processes outlined above will not apply.

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