



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

### 510 – Recruitment and Selection of Exempt Staff

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#### 1. General

1.1. The Board of Education believes that the recruitment, selection and retention of highly qualified and dedicated employees is essential to achieving strong educational outcomes for students.

#### 2. Superintendent Recruitment and Appointment

2.1. The Board has sole responsibility for the recruitment, selection, appointment, and evaluation of the Superintendent of Schools/Chief Executive Officer.

2.2. The Board shall determine the recruitment process to be used, which may include internal promotion, open competition, or another selection process appropriate to the circumstances.

2.3. The Board may engage external assistance to support the recruitment and selection process.

2.4. The final selection and appointment of the Superintendent shall be made by resolution of the Board.

#### 3. Recruitment and Appointment of All Other District Staff

3.1. The Superintendent has sole responsibility for the recruitment, selection, appointment, assignment, and supervision of all other District staff.

3.2. The Superintendent shall ensure that:

- selection processes are fair, transparent, and consistent with applicable legislation and collective agreements;
- candidate qualifications and credentials are verified;
- references are appropriately reviewed; and
- confidentiality is maintained in accordance with privacy legislation.

3.3. The Superintendent shall inform the Board of staff appointments in a timely manner.

4. Administrative Transfers

- 4.1. The Superintendent is responsible for the assignment and transfer of principals and vice-principals in accordance with District needs and applicable agreements.
- 4.2. The Superintendent may consult with staff and parents as appropriate when making administrative appointments or transfers.

5. Authorization

- 5.1. The Superintendent shall establish protocols to implement this policy.

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