

## Policy 15

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### 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 Director of Education. 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 has the sole authority to recruit and select the Director of Education.
2. The Board, in the case of the Director of Education, or the Director of Education, 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.
3. The Director of Education is delegated full authority to recruit and select staff for all Division Office positions other than the positions of Superintendent of Business and Operations, Deputy Director and Education Superintendents.
4. The Director of Education shall be responsible for recruiting and selecting the positions of Deputy Director, Superintendent of Business and Operations and Education Superintendents; however three Board representative(s) (Chair, Vice-Chair and one selected by the Chair) will be included in the selection committee for these positions but do not have decision making authority. If the Chair or Vice-Chair is unable to attend the Chair shall select an alternate trustee.
  - 4.1. These positions shall have a job description and the person occupying the position shall have a written continuous standardized contract of employment.
5. The Director of Education is delegated full authority to recruit and select staff for all school-based positions; however for the position of principal the area trustee or trustee designated by the Chair will be included in the selection committee but do not have decision making authority. Although Principal transfers without competition are rare, the Director of Education shall make such transfers in consultation with the Chair.
6. All administrative or managerial positions must be advertised and filled through an open competition unless Board approval is granted to the contrary.
7. In the event of an unexpected or short-term vacancy, the Director of Education may appoint an "Acting Principal" or "Acting Vice Principal" without going through a formal selection process. The position, if still vacant, must be advertised prior to the commencement of the subsequent school year.

8. All offers of employment shall be conditional on the successful applicant providing a criminal record check and vulnerable sector check that are acceptable to the Director of Education. Additionally, the Director of Education may require documentation certifying that the candidate is medically fit for the position.

Reference: *The Education Act, 1995* Sections 85, 87, 108  
*The School Division Administration Regulations, 2017* Sections 45, 46, 47, 49

March 12, 2019