

RECRUITMENT AND SELECTION OF SENIOR DISTRICT-LEVEL LEADERS

The Board recognizes that learning is a lifelong process that requires the support and involvement of our community, that students are our most important focus and that helping them attain their goals is our highest priority. School and district leaders play an important role in converting this belief into practice. They must recognize that effective leadership derives its strength and integrity from mutually supportive relationships.

In our District, the contributions that the school community makes, in supporting student learning, are highly valued. Senior district level leaders (Superintendent, Secretary- Treasurer, Assistant Superintendent, Executive Director and Director of Instruction) are expected to strive for excellence in leadership by demonstrating personal integrity and ethical conduct; challenging themselves and being open to challenge; initiating innovation; and maintaining a high level of personal and professional growth.

The Board believes that the recruitment and selection of certain district level employees is a shared responsibility between the Board and the Superintendent with input from partner groups. The Board believes that strong visionary central leadership and administration at the district level is essential to continue the standard of excellence achieved in this school district and the effective and efficient operation of the school district.

Specifically:

Senior District Level Leader Selection and Appointment (Superintendent, Secretary-Treasurer, Assistant Superintendent, Executive Director and Director of Instruction):

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
2. The following process will be utilized in recruitment for the positions of, Secretary-Treasurer, Assistant Superintendent, Executive Director and Director of Instruction:
 - 2.1 The Superintendent will invite the participation of partner Presidents/Vice-Presidents in the short-listing and introductory interview stage of the selection process. Those individuals from DLT or partner groups participating in the short-listing/introductory interview of candidates for senior district level leader positions must commit to participation in both the short-listing process and introductory interview.
 - 2.2 The short-listing/introductory interview committee will recommend candidates to the Superintendent to be invited to a Final Interview. The final decision regarding candidates who will be invited to a Final Interview is the responsibility of the Superintendent.
 - 2.3 The Board and the Superintendent shall constitute the Final Interview team.

- 2.4 These senior district level leader positions shall have a role description and each person occupying one of the positions shall have a written contract of employment.
- 2.5 The Board will provide approval for the Superintendent's candidate selection for senior district level leader positions through a Board motion.
3. The Superintendent is delegated full authority to recruit and select district and school-based principals and vice-principals and staff for all central office positions. With the exception of senior level leader positions, a Board motion is not required.

General

4. In the event of extenuating circumstances, including unexpected vacancies, the Board may appoint, in either acting or permanent capacity, individuals to district level positions without a formal selection process. In such circumstances, partner group Presidents will be confidentially advised and provided with a rationale prior to the appointment.
5. All offers of employment shall be conditional on the successful applicant providing a criminal records check that is acceptable to the Board.
6. The Board encourages participants in hiring decisions made under this Policy to provide candid and authentic views concerning applicants for positions with the Board. The deliberations of employees, and Committees formed under the terms of this Policy, shall be kept in strict confidence, and shall not be disclosed to any person except as required by law. Personal references, recommendations and evaluations collected or generated by Board employees and Committee members as part of the Board's hiring processes (other than references whose authorship and content is already known to the job applicant) shall be treated as having been supplied in confidence to the Board for the purposes of the *Freedom of Information and Protection of Privacy Act*.

Legal Reference: Sections 15, 19, 20, 21, 22, 23, 24, 85, School Act

Board Minutes

Volume 32 Page 273 Policy II-A-26 School-Based Administrative Appointments and Selection
Volume 34 Page 224 Policy II-A-26 School-Based Administrative Appointments and Selection
October 1992 Volume 34 Page 225 Policy II-A-27 School-Based Administrative Assignments
Volume 38 Page 25 Policy II-A-26 School-Based Administrative Appointments and Selection
October 2000 Volume 45 Page 97 Policy II-A-26 School-Based Administrative Appointments and Selection
June 2005 Volume 47 Page 78 Policy 16 Recruitment and Selection of Personnel
October 2013 Volume 55 Page 119
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