

## **RECRUITMENT AND SELECTION OF DISTRICT-LEVEL ADMINISTRATORS**

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 make, in supporting student learning, are highly valued. District-Level Administrators (Superintendent, Secretary- Treasurer, Assistant Superintendents and Directors) 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 District-Level administrators 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:**

**District-Level Administrative Selection and Appointment** (Superintendent, Assistant Superintendent, Secretary Treasurer, Director):

1. The Board, in the case of the selection of the Superintendent, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure that all current District employees are made aware of district-level vacancies.
2. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
3. The following process will be followed for senior District-level administrative positions including: Assistant Superintendent, Secretary Treasurer, Director:
  - 3.1 The Superintendent will invite the participation of partner groups in the short-listing and introductory interview stage of the selection process. Those individuals from DLT or nominated by their partner group to participate in the short-listing/introductory interview of candidates for senior District-level administrative positions must commit to participation in both the short-listing process and introductory interview.
  - 3.2 The short-listing/introductory interview committee will recommend candidates to the Superintendent. The final decision regarding candidates who will be invited to a Final Interview is the responsibility of the Board and the Superintendent.

- 3.3 The Board and the Superintendent shall constitute the Final Interview team.
  - 3.4 These positions shall have a role description and each person occupying one of the positions shall have a written contract of employment.
  - 3.5 The Board will provide approval for district level leadership positions through a Board motion.
4. 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 up to, but not including, the senior administration level detailed above.

## **General**

5. In the event of an unexpected or short-term vacancy, the Board may appoint, in an “acting” capacity, individuals to district level positions without a formal selection process.
  - a. All offers of employment shall be conditional on the successful applicant providing a criminal records check that is acceptable to the Board. Additionally, the Board may require documentation certifying that the candidate is medically fit for the position.
  - b. 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