

RECRUITMENT AND SELECTION OF PERSONNEL

The recruitment and selection of Division personnel is a shared responsibility between the Board and the Superintendent. The Board further believes that strong leadership and administration at the Division and school levels, are essential to the effective and efficient operation of the school system. The recruitment of staff based upon their capacity to model and witness to the Board's mission, vision, values, and goals is essential to the success of the Division's Catholic educational mandate.

Specifically

1. The Board, in the case of the Superintendent, or the Superintendent or designate, 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.
2. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
3. The Board delegates the authority to the Superintendent to recruit and short-list for the position of Secretary-Treasurer while relying upon the full participation and consensus of the Board in determining the suitable candidate.
4. The following process will be followed for the additional Executive Leadership Team positions as they exist in the leadership structure created by the Superintendent, whereby Executive Leaders report directly to the Superintendent:
 - 4.1 The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
 - 4.2 The Superintendent shall be responsible for the design of the selection committee. At least two (2) trustees, the Superintendent, a principal, division consultant and teacher shall constitute the selection committee. The decision will normally be made by consensus of the selection committee.
 - 4.3 The successful candidate must be supported by a majority of the selection committee. The Superintendent must be one (1) of the votes in the majority unless the Superintendent elects to defer to the majority.
 - 4.4 This position shall have a role description and the person occupying the position shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
5. The Superintendent is delegated full authority to recruit and select staff for all GSACRD Senior Leadership Team and Learning Leadership Team division positions that report directly to an Executive Leadership Team member.

6. The following process will be followed for the appointment of candidates to the positions of Principal and Vice-Principal:
 - 6.1 The Superintendent or designate from the Executive Leadership Team shall form a School Leadership Recruitment Committee comprised of members of the Senior Leadership Team and may also have members from the Learning Leadership Team and/or school-based administrators which will be the interview committee.
 - 6.2 The decision will normally be made by consensus of the School Leadership Recruitment Committee to select successful candidates. The Superintendent will have the final responsibility for selection.
 - 6.3 Decisions will be made by the Superintendent to either place principals and vice-principals into hiring pools for future appointments or to immediately place a successful applicant into a designated school.
 - 6.4 The Superintendent is delegated full authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.
7. The Superintendent is delegated full authority to recruit and select staff for all other division-based or school-based positions.
8. All offers of employment shall be conditional on the successful applicant providing a criminal record check and a child intervention check (CIC) that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.
9. All offers of employment shall use contract templates approved by the Board.

Legal Reference: Section 50, 52, 222, 223, 224, 68, 225 *Education Act*
Freedom of Information and Protection of Privacy Act

Implementation Date: November 2, 2016
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