

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.

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, in the case of the Director, 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 Director.
3. The following process will be followed for the Deputy Director of Education, Chief Financial Officer, and Superintendent of Schools/Learning/Indigenous Education positions:
 - 3.1 The Director shall be responsible for the creation of a short list of candidates for these positions.
 - 3.2 The Executive Committee of the Board and the Director shall constitute the selection committee. If a member of the Executive Committee of the Board cannot be present at the selected times, the Board Chair shall be authorized to select an alternate trustee.
 - 3.3 The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a clear majority of the selection committee. The Director must be one of the votes in the majority.
 - 3.4 These positions shall have a role description and a written contract of employment as determined by the Director of Education. Such contracts will not contain provisions more favorable than that provided to the Director of Education.
4. The Director is delegated full authority to recruit and select staff for all central office positions other than the Chief Financial Officer, Superintendents of Education, and Deputy Director of Education.
5. The following process will be followed for the appointment of candidates to the position of Principal or Vice-Principal:

- 5.1 The selection committee will include the Director, or designate, the Superintendent of Schools for the school and the local Subdivision Board member of the school or another Board member selected by the Board Chair.
 - 5.2 The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a clear majority of the selection committee. The Director, or designate, must be one of the votes in the majority.
 - 5.3 The Director, or designate, is delegated the authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.
6. The Director is delegated full authority to recruit and select staff for all other school-based positions.
 7. All vacant administrative positions must be advertised and filled through an open competition.
 8. In the event of an unexpected or short-term vacancy, the Director may appoint an “acting Principal” or “acting Vice Principal” without going through a formal selection process. The position, if still vacant, must be advertised before the commencement of the subsequent school year.
 9. All offers of employment shall be conditional on the successful applicant providing a criminal record check and a Vulnerable Sector Check that is acceptable to the Director or designate. Additionally, the Director, or designate, may require documentation certifying that the candidate is medically fit for the position.

Legal Reference: Section 85, 87 Education Act

Updated: January 2015, February 2017, October 2017, March 28, 2024
Reviewed: August 27, 2020, June 17, 2021, March 31, 2022, June 12, 2025