

## Policy 16

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### RECRUITMENT AND SELECTION OF PERSONNEL

The Board delegates to the Superintendent the responsibility to employ personnel who are committed to the goals of Catholic Education. The philosophy and performance of division teaching staff must be consistent with the teaching of the Catholic Church and the Board's mission, beliefs, values and goals.

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.

#### Senior Administration

3. The following process will be followed for the appointment of Senior Administrative positions; i.e. Assistant Superintendent and Secretary-Treasurer positions:
  - 3.1 The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
  - 3.2 The Superintendent shall compose an ideal candidate profile. The Board will be invited to provide feedback on the profile for the Superintendent's consideration.
  - 3.3 The Superintendent assembles the interview advisory panel. This panel shall consist of, ideally, three trustees and any other panel members the Superintendent deems fit. The task of the panel is to be present for all interviews and provide the Superintendent with feedback relative to the candidates.
  - 3.4 The Superintendent has sole authority to make the hiring decision.
  - 3.5 These positions shall have a role description and each person occupying one of the positions shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.

#### Central Office (Non-Senior Administration)

4. The Superintendent is delegated full authority to recruit and select staff for all central office positions not including the senior administration level detailed above.

#### Principals, Vice-Principals and School-Based Positions

5. The following process will be followed for the appointment of candidates to the position of principal:

- 5.1 The Superintendent or designate shall compose an ideal candidate profile, only in instances where an interview process is to occur. Trustees and representatives of the school and faith community will be invited to provide feedback on the principal profile for the Superintendent's consideration.
  - 5.2 The Superintendent or designate will assemble an interview advisory panel consisting of a minimum of three members. The task of the panel is to be present for all interviews and provide the Superintendent with feedback relative to the candidates.
  - 5.3 The Superintendent has sole authority to make the hiring decision.
  - 5.4 The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.
  - 5.5 For school-based positions, interview panels must consist of a minimum of two members (any combination of principal, vice-principal, teacher or central office personnel).
6. All openings for the position of principal will normally be advertised. In the event of an unexpected or short-term vacancy, the Superintendent may appoint an "acting principal" without going through a formal selection process. The position, if still vacant, would be advertised prior to the commencement of the subsequent school year.
  7. All offers of employment shall be conditional on the successful applicant providing a criminal record check and a child welfare information system (CWIS) check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

Legal Reference: Section 33, 52, 53, 68, 204, 222, 224, 225 Education Act  
Freedom of Information and Protection of Privacy Act