

## HIRING

### - POLICY -

The Board of Education believes that a major component of an effective educational system is the quality of staff recruited by its administration. All employees will be recruited on the basis of merit. Consequently, the Board will aspire to attract and retain personnel who possess suitable aspects of character to work with children, and who also have appropriate qualifications and experience.

With the exception of the hiring of Executive Officers, the recruitment of personnel is the responsibility of administration and, except where it is not practicable to do so, personnel with direct supervisory responsibilities will carry out or participate in the selection of their staff.

Notwithstanding any other provision of this Policy or its Regulations, a representative of the First Nations Education Council will participate in the hiring of all positions that involve targeted funds.

### **- REGULATION - SECTION A - TEACHING STAFF**

#### 1. ADVERTISING

All vacancies will be advertised in accordance with the provisions of the collective agreement.

Advertisements will clearly describe the assignment and the qualifications being sought for the position that is being filled. The Assistant Superintendent must be advised of any and all changes made in school assignments, grades and/or courses relative to the position being filled.

#### 2. REVIEW OF APPLICATIONS

Applications for vacant positions (with relevant supporting documents) will be directed to the school district office where they will be date-stamped as they are received and filed. All applications will be treated confidentially.

Following the closing date for applications, the school district administrative staff will review all applications and then consult with the school-based principal to check current references, compile a short-list and set up the interviews within two weeks of the closing date.

### 3. INTERVIEW AND SELECTION PROCESS

Interviews will be done, if possible, by a committee of at least three persons selected by the principal and including a principal or vice-principal. A representative from the school district administrative staff may, at his/her request, or at the request of the school, participate in the committee.

Prior to the interview, the committee will develop a set of criteria and establish a bank of questions pertinent to the position being filled.

The applicants on the short list will then be interviewed by the committee.

Following the interview, the committee will discuss the relative merits and demerits of each applicant, bearing in mind the criteria established. The committee recommendations will be made following a review of all relevant factors, including contractual obligations after due consideration is given to the opinions of all members of the committee.

The principal will make a recommendation to the Superintendent of Schools (or designate) and the Superintendent (or designate) will make the final decision.

### 4. OFFER OF EMPLOYMENT AND BOARD RATIFICATION

At the conclusion of the selection process, the Superintendent of Schools (or designate) will make an offer of employment to the successful applicant after ensuring that the terms and conditions of the relevant collective agreement and the provisions of this policy have been followed.

The hiring decision will be reported to the Board of Education by the Superintendent of Schools or delegate for ratification at its next monthly meeting.

### 5. NOTIFICATION

Communications with applicants following the selection of the successful applicant will be handled by central office personnel.

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**– REGULATION –**  
**SECTION B – NON-TEACHING STAFF**

1. ADVERTISING

All vacancies will be advertised in accordance with the provisions of the collective agreement.

Advertisements will clearly describe the qualifications being sought for the position that is being filled.

2. REVIEW OF APPLICATIONS

Applications for vacant positions (with relevant supporting documents) will be directed to the school district office where they will be date-stamped as they are received and filed. All applications will be treated confidentially.

Following the closing date for applications, the school district administrative staff will review all applications and then forward the applications to the Manager or school-based principal to check current references, short-list and set up the interviews within two weeks of the closing date.

Scheduling of the interviews will take place in consultation with the district staff person involved.

3. INTERVIEW AND SELECTION PROCESS

Interviews will be done, if possible, by a committee of at least three persons selected by the principal and/or vice-principal or manager and including a manager, a principal, a member of staff (if possible, should be an employee in a similar position) from the department/school involved. A representative from the school district administrative staff may, at his/her request, or at the request of the school, participate in the committee.

Prior to the interview, the committee will conduct any testing required and establish a bank of questions pertinent to the position being filled.

The applicants on the short list will then be interviewed by the committee.

Following the interview, the committee will discuss the relative merits and demerits of each applicant, bearing in mind the criteria established. The committee recommendations will be made following a review of all relevant factors, including contractual obligations after due consideration is given to the opinions of all members of the committee.

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The manager or school-based principal will thereupon make a recommendation to the secretary-treasurer (or designate) and the secretary-treasurer (or designate) will make the final decision.

#### 4. OFFER OF EMPLOYMENT AND BOARD RATIFICATION

At the conclusion of the selection process, the secretary-treasurer (or designate) will make an offer of employment to the successful applicant after ensuring that the terms and conditions of the relevant collective agreement and the provisions of this policy have been followed.

The hiring decision will be reported to the Board of Education by the secretary-treasurer for ratification at its next monthly meeting.

#### 5. NOTIFICATION

Communications with applicants following the selection of the successful applicant will be handled by central office personnel.

### – REGULATION – SECTION C – PRINCIPALS/VICE-PRINCIPALS/DIRECTORS

#### 1. TRANSFER OF PRINCIPALS/VICE-PRINCIPALS

Principals and vice-principals may be transferred at the discretion of the Superintendent of Schools in accordance with the School Act and Regulations and within the terms of their individual contracts. Board members will be advised of the transfers as soon as possible. Positions not filled through transfer will be declared vacant.

#### 2. ADVERTISING FOR NEW PRINCIPALS/VICE-PRINCIPALS/DIRECTORS

All declared vacancies will be advertised in-district and/or provincially, and should allow for a two-week period for responses.

Advertisements will clearly describe the qualifications being sought for the position that is being filled.

### 3. REVIEW OF APPLICATIONS

Applications for declared vacant positions (with relevant supporting documents) will be directed to the school district office where they will be date-stamped as they are received.

Following the closing date for applications, the Superintendent of Schools, together with a board member (preferably from the school or community involved) will review applications and prepare a long list of candidates. Current references of long list candidates will then be contacted and a short list of candidates will then be determined for the interview.

Short-listing of directors, principals and vice-principals will be undertaken by a district hiring committee chaired by the Superintendent of Schools. The committee will include senior staff and at least one trustee, and up to three trustees, preferably from the electoral zone concerned. The committee for the hiring of vice-principals should also include the principal of the school concerned. The selection of trustees for the committee hiring directors and district principals should be on a voluntary basis from the Board as a whole.

### 4. INTERVIEW AND SELECTION PROCESS

An opportunity or input into the criteria for hiring a new principal will be given to district staff, members of the school staff and the school parent advisory council.

The interview process for new principals will include a tour of the school and community and where practical, informal meetings with district staff, school staff and the school parent advisory council.

Prior to the interview, a bank of questions will be established that are pertinent to the position being filled.

The applicants on the short list will then be interviewed by the district committee.

Following the interview, the committee will discuss the relative merits and demerits of each applicant, bearing in mind the criteria established. The final selection will be made following a review of all relevant factors, after due consideration is given to the opinions of all members of the committee.

### 5. OFFER OF EMPLOYMENT AND BOARD RATIFICATION

At the conclusion of the selection process, the Superintendent of Schools will make an offer of employment to the successful applicant. The successful candidate will be requested to respond to the offer of the administrative position within a period of 24 hours.

The appointment will be reported to the Board of Education by the Superintendent of Schools for ratification at its next monthly meeting.

#### 6. NOTIFICATION

All communications with applicants following the selection of the successful applicant will be handled by central office personnel.

#### 7. EXPENSES

Candidates invited to the interview process will be informed, at the time the invitation is made, that expenses will be reimbursed to the candidate in accordance with policy 3-60/R (Travel Expenses), unless the position is offered to them but is not accepted.

### – REGULATION – SECTION D – MANAGERS

#### 1. ADVERTISING

All vacancies will be advertised both in-district and provincially, and will allow for a two-week period for responses.

Advertisements will clearly describe the qualifications being sought for the position that is being filled.

#### 2. REVIEW OF APPLICATIONS

Applications for vacant positions (with relevant supporting documents) will be directed to the school district office where they will be date-stamped as they are received and tabulated.

Following the closing date for applications, the secretary-treasurer and/or Superintendent of Schools will review applications and prepare a potential long list of candidates. Current references of long list candidates will then be contacted and a short list of candidates will then be determined for the interview. A trustee may be involved in short-listing prospective candidates.

Hiring will be done by a committee of three persons comprising the Superintendent of Schools, Secretary-Treasurer, and a trustee appointed by the Board Chairperson.

### 3. INTERVIEW AND SELECTION PROCESS

Prior to the interview a set of selection criteria will be developed and a bank of questions for interviewing purposes will be established that are pertinent to the position being filled.

The applicants on the short list will then be interviewed by the committee of three.

Following the interview, the committee will discuss the relative merits and demerits of each applicant, bearing in mind the criteria established. The final selection will be made following a review of all relevant factors, after due consideration is given to the opinions of all members of the committee.

### 4. OFFER OF EMPLOYMENT AND BOARD RATIFICATION

At the conclusion of the selection process, the Secretary-Treasurer or the Superintendent of Schools will make an offer of employment to the successful applicant. The successful candidate will be requested to respond to the offer of the management position within a period of 24 hours.

The appointment will be reported to the Board of Education by the secretary-treasurer for ratification at its next monthly meeting.

### 5. NOTIFICATION

All communications with applicants following the selection of the successful applicant will be handled by central office personnel.

### 6. EXPENSES

Candidates invited to the interview process will be informed, at the time the invitation is made, that expenses will be reimbursed to the candidate in accordance with policy 3-60/R (Travel Expenses), unless the position is offered to them but is not accepted.

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**– REGULATION –**  
**SECTION E – EXECUTIVE OFFICERS**

Notwithstanding these provisions, a position may be filled through promotion of an existing staff member.

**1. ADVERTISING**

A set of selection criteria will be developed involving all interest groups, including trustees, First Nations communities, parents, school and district office staff (teaching and non-teaching), and managers. These can then be consolidated.

All vacancies will be advertised both in-district and provincially, and will allow for a two-week period for responses.

Advertisements will clearly describe the qualifications being sought for the position that is being filled.

**2. REVIEW OF APPLICATIONS**

Applications for vacant positions (with relevant supporting documents) will be directed to the school district office where they will be date-stamped as they are received and tabulated.

An executive officer search committee will be appointed by the Board of Education.

Following the closing date for applications, the search committee will review applications and draw up a potential long list. Current references of long list candidates will then be contacted and a short list of candidates will then be determined for the interview.

**3. INTERVIEW AND SELECTION PROCESS**

Interviewing and hiring will be undertaken by a Board committee which, whenever possible, will be a committee of the whole Board. Other Executive Officers, a representative of the First Nations Education Council and a representative of the District Parent Advisory Council will be members of the committee, without vote.

There will be an opportunity for all candidates to sit with district staff to discuss the district, schools, and communities. Candidates will also have the opportunity to tour some schools and communities, and meet informally with representatives of First Nations communities, the District Parent Advisory Council and employee groups.

Prior to the interview, a bank of questions will be established that are pertinent to the position being filled.

The applicants on the short list will then be interviewed by the board committee.

Following the interview, the committee will discuss the relative merits and demerits of each applicant, bearing in mind the criteria established. The final selection will be made following a review of all relevant factors, including input from all groups, after due consideration is given to the opinions of all members of the committee.

#### 4. OFFER OF EMPLOYMENT AND BOARD RATIFICATION

At the conclusion of the selection process, a member of the committee will make an offer of employment to the successful applicant. Pending determination of terms and conditions of contract of employment, the successful candidate will be requested to respond to the offer of the executive officer position within a period of 24 hours.

The appointment will be ratified by the Board of Education at its next monthly meeting.

#### 5. NOTIFICATION

All communications with applicants following the selection of the successful applicant will be handled by central office personnel.

#### 6. EXPENSES

Candidates invited to the interview process will be informed, at the time the invitation is made, that expenses will be reimbursed to the candidate in accordance with policy 3-60/R (Travel Expenses), unless the position is offered to them but is not accepted.