
Policy 15

RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes strong leadership and administration at the District and school levels are essential to the effective and efficient operation of the school system.

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 reasonable effort to ensure that all current District 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. In order to protect the Board from sudden loss of the Superintendent's services, the Superintendent shall ensure that staff is designated to perform the services of the Superintendent in the case of a short-term or prolonged absence, and that the Chair is advised of the delegation.
4. The following process will be followed for senior and District management positions including Directors, Associate Superintendent and Secretary-Treasurer positions:
 - 4.1 The Superintendent is delegated full authority to recruit and select staff senior and District management positions within the limitations of legislation, budget allocations and collective agreements
 - 4.2 These positions shall have a role description and the person occupying each of the positions shall have a written contract of employment.
 - 4.3 Compensation will be determined based on BCPSEA compensation guidelines.
5. The Superintendent is delegated full authority to recruit and select staff for all other District Office positions within the limitations of legislation, budget allocations, contracts and collective agreements.
6. The Superintendent is delegated full authority to recruit, select, assign and reassign staff for all school-based positions, including vice-principals and principals within the limitations of legislation, budget allocations, contracts and collective agreements.
7. The Superintendent is delegated full authority to recruit and select staff for all other staff positions, within the limitations of legislation, budget allocations and collective agreements.

8. All offers of employment shall be conditional on the successful applicant providing a criminal records check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General).

Legal Reference: Sections 15, 19, 20, 21, 22, 23, 24, 65, 85 School Act

Adopted: Sept 24, 2018