

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 strong leadership and administration at the Division 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 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 following process will be followed for the Secretary-Treasurer position and additional Central Leadership Team positions as they exist in the leadership structure created by the Superintendent.
 - 3.1 The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
 - 3.2 The Superintendent shall be responsible for the design of the selection committee. At least two (2) trustees, the Superintendent and other appropriate stakeholders shall constitute the selection committee. Stakeholders may include but not be limited to school administrators and relevant Learning Services personnel. The decision will normally be made by consensus of the selection committee.
 - 3.3 The Board and the Superintendent shall constitute the selection committee. The decision will normally be made by consensus of the selection committee.
 - 3.4 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.
 - 3.5 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.
4. The Superintendent is delegated full authority to recruit and select staff for all EICS Central Learning Services positions not including the Secretary-Treasurer and additional Central Leadership Team Positions as referenced in section 3 above.

5. The following process will be followed for the appointment of candidates to the positions of Principal and Assistant-Principal:
 - 5.1 The Superintendent shall form an Administrative Review Committee which will be the interview committee.
 - 5.2 The decision will normally be made by consensus of the interview committee. The Superintendent will have the final choice.
 - 5.3 The Superintendent is delegated full authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.
6. The Superintendent is delegated full authority to recruit and select staff for all other school-based positions.
7. 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.

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