

School District 50: Haida Gwaii/Queen Charlotte

Policy Subject: RECRUITMENT AND SELECTION OF STAFF

Date Passed: October 1999

Date Amended: NA

Policy: RECRUITMENT AND SELECTION OF STAFF

Policy No. 1210

Date Approved: November, 1999

Date Amended:

PREAMBLE

The School Act empowers the Board to employ those persons that the Board considers necessary for the conduct of its operation. For some key positions the Board provides an opportunity for input in the selection process. However, it must be clearly understood that the Board is responsible for these decisions and will maintain the final decision. To this end the regulation specifies the manner in which input is accepted.

PROCEDURE

Chief Executive Officer

1. Board to decide on selection committee and process.

Assistant Superintendent

Facilities Manager

Secretary Treasurer

1. Chief Executive Officer advertises position in local and provincial papers.
2. C.E.O. brings a short list of 3-5 candidates to Board and short list is confirmed.
3. Interviews with trustees and C.E.O.
4. Selection by consensus of those present.

5. Offer by C.E.O.

6. Appointment ratified by Board.

Principals/Vice Principals

Chief Executive Officer advertises position in local and provincial papers.

C.E.O. brings short list of 3-4 candidates to Board and short list is confirmed.

In the event of an accident or temporary position, the C.E.O. may act in the most expedient and educationally sound manner possible.

The Board may decide at this point to transfer an Administrative Officer to fill the vacancy; or proceed with interviews as follows:

a) Day 1

Arrival and briefing session with C.E.O. and principal of school. Informal session for school and community with candidates.

b) Day 2

Interviews with the following people:

all Trustees

C.E.O.

Assistant Superintendent

Administrative Officer representative

Teacher representative

Non-Teacher representative

Parent Advisory Council representative

These interviews are in camera personnel session and must be treated with complete confidentiality. Further, all materials including resumes, will be provided at the meeting and returned before leaving the session.

All representatives may provide questions for trustee consideration.

Representative input will be requested following the final interviews.

Representatives will be excused before Trustees, C.E.O. and Director of Instruction make a decision by consensus.

Offer by C.E.O.

Appointment ratified by Board.

Teachers

Enrolment and staff projecting proposed by Chief Executive Officer.

Board approved teaching staffing levels.

Applications on file reviewed by supervising administrators.

C.E.O. advertises vacancies that cannot be filled by applicants in step 3.

Short listing by supervising administrators.

Interviews with supervising administrators as required.

Recommendation by supervising administrators.

Offer by C.E.O.

Appointment verified in writing by C.E.O.

Other Positions

Staff projections proposed by Chief Executive Officer.

Board approved staffing levels.

C.E.O. advertises vacancies.

Short listing by supervising administrators.

Interviews if required by supervising administrators.

Recommendation to C.E.O.

Offer by C.E.O.

Appointment verified in writing by C.E.O. or Secretary Treasurer.