

Section:	Human Resources	
Title:	Recruitment and Hiring	430

Purpose

To outline the goals, roles, and responsibilities for recruiting and hiring School District employees.

Policy

The School District will strive to recruit and hire highly qualified employees in order to provide exceptional leadership, educational services, and support services for the School District.

The School District will not permit any discriminatory processes or practices to influence the recruitment and hiring process, and will use processes that provide for the fair and equitable treatment of all candidates.

The Board of Education is responsible for the recruitment and selection of the Superintendent, subject to the requirements for a superintendent outlined in the *School Act*.

The Superintendent is responsible for the recruitment and selection of all principals and vice-principals, and other management exempt positions.

The Board approves the short-listed candidates for senior staff positions and for principals and vice-principals, prior to interviewing.

The Superintendent is responsible for the process to recruit and select all other positions for the School District, in accordance with any collective agreements with the School District.

General Guidelines

1. Senior Staff

- 1.1. The Superintendent will report senior staff vacancies to the Board and the Board may provide input on recruitment criteria for the position, prior to the recruitment being initiated.
- 1.2. The Superintendent will request input from stakeholders on recruitment criteria for the position, including students when appropriate, prior to the recruitment being initiated.
- 1.3. The Superintendent will submit for Board approval the candidate(s) short-list.
- 1.4. The Superintendent approves the hiring of the successful candidate.
- 1.5. Whenever possible, all recruitment processes will be conducted during the school year. During the summer months, in extenuating circumstances, a special Board meeting may be called to initiate the recruitment process.
- 1.6. Senior staff includes the Assistant Superintendent, Secretary Treasurer, Director of Instruction or other similar education director position(s).

2. Principals and Vice-Principals

- 2.1. The Superintendent will report principal and vice-principal vacancies to the Board and the Board may provide input on recruitment criteria for the position, prior to the recruitment being initiated.
- 2.2. The Superintendent will request input from stakeholders on recruitment criteria for the position, including students when appropriate, prior to the recruitment being initiated.
- 2.3. The Superintendent will submit for Board approval the candidate(s) short-list.
- 2.4. The Superintendent approves the hiring of the successful candidate.
- 2.5. Whenever possible, all recruitment processes will be initiated during the school year. During the summer months the process may be modified in accordance with Section 3, in order to ensure positions are filled in a timely manner.
- 2.6. The Superintendent approves school assignments and will provide a report to the Board, informing of the changes in assignments.
- 2.7. The Superintendent may delegate some or all of these responsibilities to other exempt staff.

3. Recruitment and Reporting Process

3.1. Input into selection criteria

- 3.1.1. During the school year, the Superintendent will report to the Board, and the Board will have the opportunity to provide input on recruitment criteria for senior staff, and principals and vice-principals.
- 3.1.2. For principal and vice-principal positions, each June the Superintendent will report to the Board any potential vacancies anticipated over the summer months and to solicit Board input on recruitment criteria for the vacancies.
- 3.1.3. For unanticipated principal and vice-principal vacancies during the summer months, the Superintendent will gather recruitment criteria input from individual Trustees via electronic means, and the Superintendent will compile and approve the recruitment criteria. **Board approval of the recruitment criteria is waived during the summer months.** In September, the Superintendent will report to the Board on the recruitment criteria used for these unanticipated vacancies.

3.2. Short-list Approval

- 3.2.1. During the school year, the Superintendent will submit to the Board the candidate(s) short-list for approval.
- 3.2.2. For principal and vice-principal positions, each June the Superintendent will report to the Board on candidate(s) short-lists for interviewing in the summer months.
- 3.2.3. For unanticipated principal and vice-principal vacancies during the summer months, the Superintendent will gather input on the candidate(s) short-list from individual Trustees via electronic means, and the Superintendent will approve the short-list. **Board approval of the candidate(s) short-list is waived during the summer months.** In September, the Superintendent will report to the Board on any short-lists the Superintendent approved during the summer months.

- 3.3. The Superintendent will establish a recruitment process that provides for multiple stakeholder involvement.

- 3.4. The Superintendent will establish a recruitment process for all other positions that provides for an unbiased and objective process.
- 3.5. The Superintendent will provide a report to the Board informing of the appointment of the successful candidates for all senior staff, principal, and vice-principal positions, outlining the skills, experience and past performance of the selected candidate.
- 3.6. The Superintendent will advise the Board on all other exempt staff appointments.

4. Hiring Matrix and Stakeholder Participation

Position Recruited	Recruitment Criteria Input	Shortlisting Approval	Potential Interviews	Hiring Approval	Additional Interview
Superintendent	Board, Senior Staff, PVPA, DPAC, MTU, CUPE, Aboriginal Rep	Board	Board	Board	Senior Staff, PVPA, DPAC, MTU, CUPE, Aboriginal Rep
Senior Staff	Board, Superintendent, Senior Staff, PVPA, DPAC, MTU, CUPE, Aboriginal Rep	Superintendent and Board	Trustee, Superintendent, Senior Staff, PVPA	Superintendent	DPAC, MTU, CUPE, Aboriginal Rep, Direct Reports
Principals, Vice Principals	Board, Senior Staff, PVPA, School Staff, School PAC, Student Council, Aboriginal Rep	Superintendent and Board	Trustee, Superintendent, Assistant Superintendent, PVPA	Superintendent	School PAC MTU, CUPE, Aboriginal Rep, Student Council, Direct Reports
Other Exempt Staff	Superintendent, Senior Staff, Direct Reports	Senior Staff	Senior Staff, PVP	Superintendent, Assistant Superintendent, or Secretary Treasurer	Direct Reports
All Other Staff	Manager, other Managers	Manager	Exempt Staff, Supervisor	Manager	

Date of Original Board Approval: September 2008 (Policy #16)

Date Amended: January 2012 (Policy #16)

June 20 2017 (Policy #403)

Legal Reference:

Cross Reference: