



### **RECRUITMENT AND SELECTION OF PERSONNEL**

The Board believes that the recruitment and selection of Division personnel is a shared responsibility between the Board and the Superintendent. Furthermore, the Board believes in strong leadership and administration at all levels who are committed to the goals of Catholic Education. The philosophy and performance of division teaching staff must be consistent with the teaching of the Catholic Church and the Board's mission, vision, beliefs, philosophy of Catholic Education, goals and objectives.

#### **Specifically**

##### **1. The Superintendent**

- 1.1 The Board has the sole authority to recruit and select an individual for the position of Superintendent.
- 1.2 The hiring process will be established by the Board at the time of recruitment and will include both internal and external advertisement of the position.
- 1.3 The offer of employment shall be conditional on the successful applicant providing a:
  - criminal record check,
  - Child Intervention Record Check, and
  - letter of reference from their Catholic Parish Priest.

##### **2. Senior Administration**

The Superintendent will adhere to the following process for hiring of the Deputy Superintendent, Associate Superintendent(s) and Secretary Treasurer positions:

- 2.1 The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
- 2.2 The Board or a committee appointed by the Board and the Superintendent shall constitute the selection committee, which will be comprised of a minimum one (1) Trustee and the Superintendent.
- 2.3 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.
- 2.4 These positions shall have a role description and each person occupying one of the positions shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
- 2.5 The Board will review the contract of employment prior to the selection process.



2.6 The decision of the selection committee will be ratified by the Board.

### 3. Division Office Positions

3.1 The Superintendent is delegated full authority to recruit and select staff for all Division Office positions not including the senior administration level detailed above.

### 4. Principals and Vice Principals

The Superintendent will adhere to the following process for the appointment of candidates to the positions of Principal and Vice-Principal:

4.1 The Superintendent shall form a selection committee which will include a minimum of one (1) up to three (3) trustees.

4.2 The Superintendent will have the final choice.

4.3 The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.

4.4 In the event of an unexpected or short-term vacancy, the Superintendent may appoint an “acting Principal” without going through a formal selection process. The position, if still vacant, would be filled prior to the commencement of the subsequent school year.

5. The Superintendent is delegated full authority to recruit for all other school-based positions.

6. All offers of employment shall be conditional on the successful applicant providing:

- a criminal record check;
- a Child Intervention Record Check 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  
Collective Agreements