



## School District No. 27 (Cariboo-Chilcotin)

### **RECRUITMENT AND SELECTION OF EXCLUDED (Non-Educational), TEACHING AND SUPPORT STAFF**

**Policy No. 4111**

Effective: June 2015

Initial Adoption: October 1991

#### **Preamble**

The Board must assume ultimate responsibility for the employment of staff, but it recognizes that it cannot be involved in all the processes relating to their recruitment, selection, and placement and therefore delegates that responsibility.

#### **Policy**

**The Superintendent of Schools shall be responsible to the Board for the recruitment, selection and placement of staff. All appointments and placement of staff shall be reported to the Board.**

**It is the intent of the Board to recruit and select the best possible person for every position.**

#### **Regulations**

##### **A. Teaching and Support Staff**

1. The Superintendent may designate responsibility for the recruitment, selection, and placement of teaching and support staff to appropriate staff.
2. Wherever possible, school principals will be involved in the recruitment process, including interviews and reference checking, and participate in the final selection of staff for their schools.
3. Hiring protocols for teaching and support staff will be in accordance with current collective agreement language.
4. The Superintendent, or designate responsible for staffing, will present a staffing report regularly to the Board.

##### **B. Excluded (Non Educational) Staff**

(Excluded Education Staff see Policy 2211; Principals/Vice Principals see Policy 2212)

1. The Superintendent will direct or assign responsibility for the recruitment, selection, and placement of excluded non educational staff to the Secretary Treasurer.
2. When an excluded non educational administrative vacancy occurs (such as Business Manager, Manager or Assistant Manager of Facilities and Transportation, Payroll Manager, Human Resources Officer or Executive Assistant) the Secretary Treasurer shall post for the position in all schools and facilities and/or provincially and/or nationally as deemed appropriate

through discussion with the appropriate department and will supervise the selection process in accordance with Board regulations.

3. A short listing committee shall be struck to review applications and prepare a list for reference checking to be performed by the Secretary Treasurer or designate. As deemed applicable by the Secretary Treasurer, the shortlist committee may consist of:
  - a. Secretary Treasurer
  - b. Superintendent of Schools and/or Assistant Superintendent of Schools
  - c. Any other members deemed appropriate by the Secretary Treasurer, this may include but is not limited to members of the IUOE
4. Candidates who have been short listed may be required to prepare reports or presentations as part of their interviews, This will be determined at the discretion of the Secretary Treasurer. Candidates will be notified with appropriate preparation time given for the task.
5. An Interview Committee shall be struck consisting of:
  - a. Secretary Treasurer
  - b. Minimum of two District based staff members as selected by the Secretary Treasurer
  - c. Any other members deemed appropriate by the Secretary Treasurer, this may include but is not limited to members of the IUOE