

# AP 410 HIRING PRACTICES

## POLICY Document Title#410



### RATIONALE:

The District will strive to recruit and hire highly qualified staff to provide exceptional leadership, educational services, and administrative support for the District. The District will make certain that no discriminatory processes or practices influence the recruitment and hiring process and will ensure processes provide fair and equitable treatment to all candidates.

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

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

### PROCESS:

#### 1. District Management/Senior Leadership

- 1.1. The Superintendent will report vacancies to the Board prior to the recruitment being initiated.
- 1.2. The Superintendent is responsible for the selection of District Management/Senior Leadership personnel.
- 1.3. The Director of Human Resources is responsible for administrative contract matters related to conditions of employment, compensation and benefits in compliance with legislated mandates.

#### 2. Principals/Vice Principals

- 2.1. The Superintendent is responsible for the hiring and selection of Principals and Vice-Principals.
- 2.2. The Superintendent is responsible for assessing the needs of the District, specific skills and potential professional growth when considering transfer and assignments of Principals and Vice-Principals.
- 2.3. The Director of Human Resources is responsible for administrative contract matters related to conditions of employment, compensation and benefits in compliance with legislated mandates.

#### 3. Exempt (Professional and Administrative)

- 3.1. District Management/Senior Leadership and the Director of Human Resources are responsible for the selection of Professional and Administrative Staff.
- 3.2. The Director of Human Resources is responsible for administrative contract matters related to conditions of employment, compensation and benefits in compliance with legislated mandates.

#### **4. Teaching and Support Staff**

- 4.1. The Superintendent may designate responsibility for the recruitment and selection of educational and support staff to appropriate staff.
- 4.2. Where possible, school principals or department managers will be involved in the recruitment process.
- 4.3. Hiring protocols will be in accordance with relevant collective agreement language.

#### **5. General**

- 5.1. When a vacancy exists or a new position is to be created, the immediate supervisor will review the organizational role within the District including any anticipated future demands and responsibilities that might be expected. Should any organizational changes be expected these will be outlined and reported to the Superintendent. The supervisor will review the criteria and requirements for the position and will report any recommended changes.
- 5.2. Vacancies will be advertised unless the Superintendent determines a direct appointment would be appropriate.
- 5.3. Vacancies will be advertised for an adequate period of time to ensure an adequate response of qualified, competent and available candidates.
- 5.4. Dependent on the position, a committee may be struck to review applications for short-listing.
- 5.5. The shortlisting and selection for management and exempt vacancies will include consideration of criteria such as:
  - 5.5.1. Training and professional or other qualifications,
  - 5.5.2. Proven experience
  - 5.5.3. Demonstrated competence in leadership, communications, public and employee relations and other skills,
  - 5.5.4. Demonstrated initiative and potential for further advancement.
- 5.6. As determined by the position, candidates who have been shortlisted may be required to prepare reports or presentations as part of the interview process. This will be determined by the short-listing committee. Candidates will be notified in advance to prepare for the task.
- 5.7. Interviews and references will be completed by appropriate personnel.