



# Board Policy 16

## Recruitment and Selection of Personnel

The Board believes that the recruitment and selection of personnel in formal leadership positions is a shared responsibility between the Board and the Superintendent.

The Board further believes strong central leadership and administration at the Division level is essential to the effective and efficient operation of the school system.

### Specifically

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
2. The Board and Superintendent together select the Deputy Superintendent, Associate Superintendent and Secretary-Treasurer positions.
  - The Superintendent shall be responsible for advertising available positions.
  - The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
  - The Board and the Superintendent shall constitute the interview team.
  - These positions shall have a role description and each person occupying one of the positions shall have a written contract of employment.
3. The Superintendent is delegated full authority to recruit and select staff for all central office positions not including the senior administration detailed above.
4. The following process will be followed for the appointment of candidates to the position of Principal.
  - The Superintendent shall form an interview team with the opportunity to include one trustee.
  - The successful candidate must be supported by a clear majority of the interview team and the Superintendent must be one of the votes in the majority.
  - The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.
  - The Superintendent may appoint an “acting principal” without going through the formal selection process. The position vacancy will be advertised prior to the commencement of the subsequent school years.
5. Other than the positions described above, the Superintendent is delegated full authority to recruit and select staff for all positions.
6. The Superintendent may initiate a procedure for transfers of Principals and Associate Principals between schools.
7. All offers of employment shall be conditional on the successful applicant providing a criminal record check and an 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.

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#### GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

June, 2009

NEW POLICY

BOARD APPROVAL:

March 25, 2014

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Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 61, 113, 114, 115, 116, 117

Amended June 23, 2009

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