

Appendix 400A**PERSONNEL SELECTION**

VACANCY	SELECTION TEAM*	PLACEMENT	CONTRACT FINALIZED BY
Head Custodians	Facilities Manager (c) Principal	Facilities Manager Principal	Secretary Treasurer
Cleaning Personnel	Facilities Manager (c) Custodian Supervisor	Facilities Manager	Secretary Treasurer
Maintenance/Facilities Staff	Secretary Treasurer (c) Facilities Manager	Facilities Manager	Secretary Treasurer
Transportation Staff	Secretary Treasurer (c) Transportation Manager	Transportation Manager	Secretary Treasurer
Library Personnel	Principal (c) Vice Principal	Principal	Associate Superintendent
Clerical Personnel	Principal (c) Vice Principal	Principal	Associate Superintendent
School Secretaries	Principal (c) Vice Principal	Principal	Associate Superintendent
Education Assistants	Principal (c) or Vice Principal	Principal	Associate Superintendent
Teachers	Principal (c) Superintendent/Assoc. Superintendent	Principal	Superintendent
Central Office Non-executive staff	Secretary Treasurer (c) Immediate Supervisor Human Resources	Immediate Supervisor	Secretary-Treasurer
Manager of Finance, Executive Secretary	Superintendent (c) Secretary Treasurer	Secretary Treasurer	Superintendent
Transportation Manager	Superintendent (c) Secretary Treasurer	Secretary Treasurer	Superintendent
Facilities Manager	Superintendent (c) Secretary Treasurer	Secretary Treasurer	Superintendent

VACANCY	SELECTION TEAM*	PLACEMENT	CONTRACT FINALIZED BY
Facilities Supervisor	Secretary Treasurer (c) Facilities Manager	Facilities Manager	Secretary Treasurer
Associate Principal	Superintendent/Assoc. Superintendent (c) Principal	Principal	Superintendent
Principal †	Superintendent (c) Assoc. Superintendent Trustee †	Superintendent	Superintendent
Secretary Treasurer	Board Superintendent	Superintendent	Superintendent
Associate Superintendent	Board Superintendent	Superintendent	Superintendent
Deputy Superintendent	Board Superintendent	Superintendent	Superintendent
Superintendent	Board	Board	Board and Minister of Education

(c) indicates Chair

Note 1: At the discretion of the Chair of the Selection Team, additional members may be added to any selection team.

Note 2: In the selection of Principals and Vice Principals, there will be a process to solicit input from staff and School Council representatives.

Note 3: Personnel selected for alternative programs must reflect the staffing profiles in the approved alternative program. Contractual agreements will specify this distinction.

† This role of the trustee on the selection team is to provide community representation.