



## **POLICY 16**

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

Approved: 2023 05 11

#### **BACKGROUND**

The Board believes strong leadership and administration at all levels is essential to the effective and efficient operation of the school system and in fulfilling the Board's mandate of student success.

The Board believes that the recruitment and selection of Division personnel is a shared responsibility between the Board and the Superintendent.

#### **GUIDELINES**

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent. The Board will establish the selection process, interview candidates and make the final selection.
2. The Superintendent is delegated the sole authority to recruit and select Associate Superintendents and Directors.
  - 2.1. These positions shall have a role description and the person occupying each of the positions shall have a written contract of employment.
  - 2.2. Compensation package, including placement on the salary grid currently in effect, will be determined by the Superintendent in accordance with the parameters set by the Board.
3. The following process will be followed for Principal positions:
  - 3.1. For current RVS Principals who are being reassigned to a different school, the Superintendent may consult with the local area trustee(s) prior to any appointment. The Superintendent will have the authority to make the final decision.
  - 3.2. For all other principal positions, the Superintendent is delegated the sole authority to recruit, select and place Principals. At least one trustee will participate on interview panels for principals and provide their input as to the suitability of the candidates. The Superintendent will have the authority to make the final selection.
  - 3.3. In the event of an unexpected or short-term vacancy, the Superintendent may appoint an "Acting Principal" without going through a formal selection process.
4. The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of school and system leaders.
5. The Superintendent is delegated full authority to recruit and select all other staff, and their placement on the salary grid, in accordance with the parameters set by the Board.



## **POLICY 16 RECRUITMENT AND SELECTION OF PERSONNEL**

Approved: 2023 05 11

6. All offers of employment shall be conditional on the successful applicant providing a criminal record and vulnerable sector information check that is acceptable to the Superintendent or designate.

### **Legal Reference:**

- Section 33, 52, 53, 68, 204, 222, 224, 225 Education Act
- Freedom of Information and Protection of Privacy Act