

## POLICY 20 – ADMINISTRATIVE APPOINTMENTS

In recognition of its duty to provide quality education, the Board expects the Director of Education to staff its offices and schools with individuals best qualified to meet the diverse needs of our students and maintain our high standards of excellence.

Specifically,

1. The Director of Education, or designate, is responsible for administrator recruitment and selection.
2. The Director of Education shall coordinate administrator recruitment and selection in a collaborative manner with those involved in the decision-making process.
3. The recruiting program shall maintain positive public relations, the good reputation, and the standards of excellence of the Division.
4. Interview Panels shall be used as follows in the selection process:
  - 4.1 Deputy Directors – The Director plus two administrators selected by the Director and a trustee selected by the Board shall comprise the selection committee.
  - 4.2 Superintendents – The Director may select up to three other administrators in addition to her/himself should s/he choose to sit on the panel plus the Board will select a trustee for the panel.
  - 4.3 Principals and Vice Principals (Initial Selection only) – The Director selects three administrators and one community member to sit on the selection panel, and a trustee is selected on a rotational basis. Community members serving on administrative panels are required to sign a non-disclosure agreement as prescribed by the school division.
  - 4.4 In all cases, the Director will determine the terms of reference for the selection panel prior to the beginning of the process.
5. All offers of employment shall be conditional upon receipt of a criminal record check, verification of required qualifications, and where deemed appropriate, a current medical report by a qualified medical doctor verifying that the prospective employee meets any fitness for work criteria. Documentation shall be provided within the timelines requested and must be obtained at the expense of the prospective employee.

Legal Reference: *The Education Act, 1995*, Section 85(a)(c)(q), 87(1)(a),

Date Last Revised: June 18, 2019