

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, or designate, shall coordinate administrator recruitment and selection in a collaborative manner with those involved in the decision-making process.
3. The recruiting process 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, the chief financial officer and a trustee selected by the board.
 - 4.2 Superintendents – The director, deputy directors, and a trustee selected by the board.
 - 4.3 Principals and vice principals – The deputy director, three superintendents, one community member and a trustee.
5. Before the selection process begins, the director will establish the roles and responsibilities of the selection panel.
6. In all cases the director must approve the decision of the interview panel prior to an offer of employment being made.
7. All offers of employment shall be conditional upon receipt of a criminal record check and verification of required qualifications. 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),*
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