

Policy 15 – RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes strong leadership and administration of Division personnel is a shared responsibility between the Board and the Director.

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

Specifically

1. The Board, in the case of the Director, or the Director or designate, in all other instances, will assume the sole responsibility for initiating the advertising process and will make reasonable efforts to ensure that all current Division employees are made aware of staff vacancies.
2. The Board has the sole authority to recruit and select an individual for the position of Director.
3. The following process will be followed for the Chief Financial Officer and Superintendent positions:
 - 3.1 The Director shall be responsible for the creation of a short list of candidates for this position.
 - 3.2 The Board and the Director shall constitute the selection committee.
 - 3.3 The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a clear majority of the selection committee, including the support of the Director.
 - 3.4 These positions shall have a role description and the person occupying the position shall have a written contract of employment.
4. The Director is delegated full authority to recruit and select staff for all other central office positions other than the Superintendents and the Chief Financial Officer.
5. The following process will be followed for the appointment of candidates to the position of Principal.
 - 5.1 The Director shall form a three (3) person selection committee which will include board trustee from the local area or another trustee selected by the Board, one (1) Superintendent and the Director. The voting trustee in Meadow Lake will be determined by lot initially with a rotation thereafter amongst subdivisions 2, 9, 10 or 11.
 - 5.2 The Director or designate shall conduct the interview and determine the process for asking questions. The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a clear majority of the selection committee.

6. The following process will be followed for the appointment of candidates to the position of Vice-Principal.
 - 6.1 The Director or designate shall form a three (3) person selection committee which will include the Principal, the Director and/or one (1) or two (2) Superintendent(s).
 - 6.2 The Director or designate shall conduct the interview and determine the process for asking questions. The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a clear majority of the selection committee.
7. The Director or designate is delegated the authority to make all decisions regarding the term and/or continuing appointments of administrators.
8. The Director or designate is delegated full authority to recruit and select staff for all other school-based positions.
9. When deemed necessary, the Director, in consultation with the Board, may appoint individuals to vacant administrative positions. Otherwise, all vacant administrative positions must be advertised and filled through an open competition.
10. In the event of an unexpected or short-term vacancy, the Director may appoint an “acting Principal” or “acting Vice Principal” without going through a formal selection process.
11. All offers of employment shall be conditional on the successful applicant providing a criminal record check and a vulnerable sector check that is acceptable to the Director or designate. Additionally, the Director or designate may require documentation certifying that the candidate is medically fit for the position.

Reference: Sections 85, 87, 108, 109, 110 Education Act

Approved: March 2025 – updated June 2026