

Policy 16

RECRUITMENT AND SELECTION OF PERSONNEL

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

The Board further recognizes that the superintendent is the sole employee of the Board and entrusts the responsibility of ensuring personnel is in place for the smooth and effective operation of the Division to the Superintendent and Administrative Policies.

Specifically

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
 - 1.1 The hiring process will be established by the Board at the time of recruitment. All details will be established and determined by the Board. These may include the hiring of a recruiter and determining other responsibilities as necessary.
 - 1.2 The offer of employment shall be conditional on the successful applicant providing; a criminal record check, a child intervention check and a letter of reference from their Catholic Parish Priest.

2. **Secretary-Treasurer**

The Superintendent shall have the responsibility for the creation of the hiring process including initiating the advertising and short list of candidates, with a selection committee comprising of at least two (2) Trustees, Superintendent, and other appropriate stakeholders. This may include, but not limited to school administrators and relevant Learning Services Personnel.

 - 2.1 The successful candidate must be supported by the majority of the selection committee. The Superintendent must be one (1) of the votes in the majority.
 - 2.2 The Superintendent is delegated full authority to determine the Role Description and provide a written contract of employment and contract renewal.
 - 2.3 The offer of employment shall be conditional on the successful applicant providing; a criminal record check, a child intervention check and a letter of reference from their Catholic Parish Priest or other attesting to the willingness to work in a Catholic-integrated workplace.

3. The Superintendent is delegated full authority and responsibility to recruit and select for all EICS Central Learning Services Leadership positions and Team positions set out in the leadership structure created by the Superintendent.

4. The following process will be followed for the appointment of candidates to the positions of Principal and Assistant-Principal:

- 4.1 The Superintendent shall form an Administrative Review Committee which will be the interview committee.
- 4.2 The decision will normally be made by consensus of the interview committee. The Superintendent will have the final choice.
- 4.3 The Superintendent is delegated full authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.
5. The Superintendent is delegated full authority to recruit and select staff for all other school-based positions.
6. All offers of employment shall be conditional on the successful applicant providing a criminal record check and a child intervention check (CIC) that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.
7. For those positions requiring teacher certification, the Superintendent will hire certified applicants who are Catholic. Applicants are required to provide a satisfactory pastoral reference letter from their Catholic parish priest. Certified employees wishing to move from probationary contracts must provide an updated satisfactory pastoral reference letter from their Catholic parish priest.
8. The Superintendent may, due to extenuating circumstances, make individual exceptions to this practice when the District is unable to fill the vacancies requiring teacher certification, with qualified Catholics.
9. The job-posting process will be transparent making every reasonable effort to ensure all current Division employees are made aware of staff vacancies.

Reviewed: June 2024

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Legal Reference: Section 33, 52, 53, 68, 204, 222, 225 Education Act
Freedom of Information and Protection of Privacy Act
CCSSA Catholic Leadership Quality Standards.