

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

RECRUITMENT AND SELECTION OF EXEMPT STAFF

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Purpose

The Board of Education believes that in order to achieve the best possible educational outcomes for students, it is essential to recruit, select and retain highly qualified, dedicated and caring employees.

The Board of Education, in the case of the Superintendent of Schools, will assume sole responsibility for initiating the recruitment process. The Superintendent of Schools, in all other instances, will assume sole responsibility for initiating staffing processes. The Superintendent of Schools may delegate exempt staffing responsibilities to other senior staff.

The Board of Education accepts that a periodic change of assignments of principals and vice-principals may be beneficial to the individuals and to the school district as a whole. The Board further believes that each principal/vice-principal has specific administrative/supervisory strengths and a transfer of a principal/vice-principal may enable a school to benefit from these strengths.

Recognizing that an indicator of performance is past performance, the Board of Education expects that references are thoroughly canvassed. It shall be the Superintendent of School's responsibility to ensure that candidates' credentials are verified.

The Superintendent of Schools will notify the Board of Education of all exempt staff appointments as soon as possible after these appointments are made.

Guidelines for Selection of Staff

1. Selection of the Superintendent of Schools/Chief Executive Officer:

- a. A committee composed of all available Board members and chaired by the Board Chairperson will meet with the Director of Human Resources to discuss the recruitment process and develop the desired qualifications, skills and characteristics for the position.
- b. The Board will assess the District succession plan and make a determination as to its impact on the recruitment process.
- c. Should circumstances warrant, the position may be advertised locally, provincially, and nationally.
- d. The Board may choose to hire a consultant to assist in the recruitment and selection process.

2. Selection of All Other Exempt Staff:

- a. The Superintendent of Schools will establish a suitable selection process in consultation with the Director of Human Resources.
- b. The Superintendent of Schools will assess the District succession plan, and make a determination as to its impact on the recruitment process.
- c. The Board of Education will be apprised of the selection process and invited to participate as it sees fit.

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3. Administrative Staffing Plan

- a. The Superintendent of Schools will, each spring, present an Annual Administrative Staffing Plan to the Board of Education outlining the principal/vice-principal assignments for the upcoming school year.