

#1881787

GCF

Hiring of Staff and Appointment of School-Based Administrators

The following guidelines are set out as typical processes to be followed. However, as each hiring decision is unique, occasional deviations may be made based on unique circumstances. This being the case when hiring professional staff, the Board will be informed of the deviation. This being the case on appointment of school-based administrative staff, senior administration will recommend the decision to the Board for approval.

A. Hiring of Professional Staff

Recruitment

Vacancies that the Division expects will continue for 30 days or longer, will be posted on the Division website for a minimum of five (5) days. Where required, the Division will recruit through the local newspapers and local universities as well as other relevant sources.

All prospective candidates will be required to complete the Division Application for a Teaching Position form when applying for employment.

The number of applicants invited to interview for a vacant position will be sufficient to ensure selection of a well-qualified candidate.

Internal candidates shall be given the opportunity to apply for permanent vacant positions wherever possible. The Division will consider permanent employees for temporary vacancies if the position is for a full school year and is for a position that supports the Division as a whole, e.g. Numeracy Coach. As well, the Division will consider moves of less than a full-year into Student Services within a school.

Selection

The Superintendent or designate shall ensure that all persons nominated for employment meet certificate requirements and the qualifications established for the particular position or are working towards them.

The interview Committee will consist of two or more Division Administrators. Where possible, interviewing and selection procedures shall include the Principal

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and/or other Administrator directly responsible for supervising the work of the individual. The final selection decision will be made or approved by the Superintendent.

Prior to a formal offer being made to an external candidate, two reference checks; a criminal reference check and child abuse registry check shall be conducted. The Superintendent or designate will give final approval for appointment.

B. Hiring of Non-Teaching Staff

Recruitment and selection of unionized staff will be consistent with Collective Agreements and other guiding practice and policy in place.

C. Establishment of a School Administrator Pool

The Superintendent will advise the Board with respect to the need to replenish an administrator pool as a part of school leadership succession planning. Interviews of prospective administrators will then be conducted and the names of recommended candidates for the administrator pool will be forwarded to the Board as information. Every attempt will be made to ensure that at all times, there are candidates that can lead at all levels, and in English and French Immersion Programming. Candidates from the Administrator Pool will be considered when term administrative vacancies occur mid-year.

The Superintendent's Department will organize a meet and greet with the Administrator Pool for Trustees and Senior Administration on an annual basis.

D. Appointment of School-Based Administrators

Filling of Administrative Vacancies

When administrative vacancies occur mid-year, Senior Administration will first consider the staff members in the current Administrator Pool together with the current situation in the affected school(s) in making the selection decision. Senior Administration will consider permanent employees for temporary vacancies, but unless the position is expected to continue for a full school year, it will weigh the developmental opportunity with the current situation in the affected school(s) in making the selection decision. Any adjustment to the School Administrator Docket throughout the school year will be brought to the Board as information.

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Annual Staffing Process:

For the annual staffing process, Senior Administration will review administrative vacancies. The desired timeline and steps will guide the development of the School Administrator Docket:

- i. In March & April of each year, the Superintendent will consider any internal transfers, with consideration of administrators who have occupied their current position for more than seven years.
- ii. Recommendations to the Board will be prepared with information for transfers of school-based administrators and presented as a part of the School Administration docket presentation.
- iii. Any open permanent Principal positions will be posted for five (5) days on the division webpage. The Superintendent may determine to advertise in local newspapers.
- iv. For permanent principal positions, an interview committee will be struck consisting of senior administration, and a maximum of two trustees, as identified by the Board. Senior Administration will consider the trustee's input and recommend the selection decision to the Board.

Board Approval

For any posted permanent administrative position, a short list for interviews will be created. The following selection criteria will be considered before a candidate is recommended:

- a. Training and certification
- b. Professional competence
- c. Leadership potential
- d. Professional attitude
- e. An educational philosophy compatible with the Division
- f. Reference feedback from previous administrative positions, if any or from recent Administrators if not.

The Superintendent will provide a selection report as part of the recommendation(s) for administration appointments to the Board.

This report shall contain the following information:

- a. Names of all candidates that were interviewed for the position.
- b. Summary of strengths and rationale for selection of the recommended candidate.

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