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Hiring of Senior Administration

Purpose

To establish a clear and transparent process for hiring an Assistant Superintendent, Assistant Secretary-Treasurer, and Directors as a part of the Senior Administration team, ensuring the involvement of both the Superintendent/CEO and the Board of Trustees in the selection process.

Assistant Superintendent/Assistant Secretary-Treasurer

The hiring process for the Assistant Superintendent or Assistant Secretary-Treasurer will be conducted with the Superintendent/CEO or Secretary-Treasurer/CFO in the primary role of pre-screening applicants and making the final decision on the recommended candidate to the Board of Trustees. The Board of Trustees will oversee the hiring timeline, assist in establishing the criteria for the successful candidate, and ensure participation in the interview process.

Procedures

1. **Initiation of Hiring Process**
   - The Superintendent/CEO and/or Secretary-Treasurer/CFO will initiate the hiring process by announcing the vacancy and setting a timeline for the hiring process.
   - The Board of Trustees will review and approve the proposed timeline.

2. **Establishment of Selection Criteria**
   - The Superintendent/CEO and/or Secretary-Treasurer/CFO, in collaboration with the Board of Trustees, will establish the criteria for the successful candidate.
   - The criteria will include qualifications, experience, skills, and other relevant attributes necessary for the role.

3. **Pre-Screening of Applicants**
   - The Superintendent/CEO and/or Secretary-Treasurer/CFO will conduct the initial review and pre-screening of all applications to identify candidates who meet the established criteria.

- The Superintendent/CEO and/or Secretary-Treasurer/CFO will create a shortlist of candidates for further consideration.

4. **Interview Process**
   - The Superintendent/CEO and/or Secretary-Treasurer/CFO will schedule and conduct in-person interviews with the shortlisted candidates.
   - Up to two members of the Board of Trustees will attend the in-person interviews. If the Chair or Vice Chair of the Board are unable to attend, other Board members will be designated to participate.
   - The Superintendent/CEO and Secretary-Treasurer/CFO will ensure that the interview process is fair, consistent, and aligned with the established criteria.

5. **Final Selection and Recommendation**
   - The interview panel will evaluate the performance of the candidates in the interviews and make a recommendation for the position. The Superintendent/CEO or Secretary-Treasurer/CFO will make the final decision on the recommended candidate.
   - The Superintendent/CEO or Secretary-Treasurer/CFO will present the recommended candidate to the Board of Trustees for approval.

6. **Board of Trustees Approval**
   - The Board of Trustees will review the Superintendent/CEO's or Secretary-Treasurer/CFO's recommendation and make the final decision on the appointment of the Assistant Superintendent or Assistant Secretary-Treasurer.
   - The Board of Trustees will ensure that the selection process has been conducted in accordance with this policy.
   - The Board of Trustees will receive the following information to review the process:
     1. List of all applicants.
     2. Resumes of interviewed candidates
     3. Summary of rationale for recommended candidate.

7. **Monitoring and Evaluation**
   - The Superintendent/CEO will monitor the selection criteria and ensure that they are consistently applied throughout the hiring process.
   - The Board of Trustees will oversee the entire process to ensure transparency and fairness.

Directors

The Board of Trustees will oversee the process of hiring Directors, ensuring transparency and adherence to established procedures. The Superintendent/CEO, Secretary-Treasurer/CFO and designates will be responsible for determining the interview panel and conducting the selection process.

The Board will be informed of the timeline for recruitment, the process used to determine the recommended candidate and will approve the final recommendation.

- The interview panel will ensure that the interview process is fair, consistent, and aligned with the established criteria.
- The Superintendent/CEO or Secretary-Treasurer/CFO will present the recommended candidate to the Board of Trustees for approval.
- The Board of Trustees will review the recommendation and make the final decision on the appointment of the Director.