

#1446135

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 StaffRecruitment

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 an Administrative Intern Pool

The Superintendent will advise the Board with respect to the need to establish an administrative intern pool. Subsequent to notification, the Board will consider the process for establishment of an administrative intern pool of approximately five people. Interviews of prospective administrators will then be conducted and the names of recommended candidates for the administrative intern pool will be forwarded to the Board for final approval. These five people will be considered when administrative vacancies occur mid-year. The pool will be maintained for a two-year period at which point it will be dissolved and the process will begin again. Any candidates left in the pool will be eligible to re-apply.

The Superintendent's Department will organize a meet and greet with the administrative intern pool on an annual basis.

D. Appointment of School-Based Administrators

Filling of Administrative Vacancies

When administrative vacancies occur mid-year, the Division will first consider the staff members in the current Administrative Intern Pool together with the current situation in the affected school(s) in making the selection decision. Where Administration believes there is not a clear selection decision from the Pool, vacancies that are expected to continue for 30 days or longer, will be posted on the Division website for a minimum of five (5) days. The Division will consider permanent employees for temporary vacancies, but unless the position is expected

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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.

For the annual staffing process, the Superintendent and Assistant Superintendents will review administrative vacancies, consider internal transfers, especially of administrators who have occupied their current position for more than seven years, and make recommendations to the Board for transfers of school-based administrators. Once internal transfers have been considered and approved by the Board, an open call to all staff interested in school-based administration will be posted for five (5) days, approximately March 1st, each year requesting any Division employee submit their application should they be interested in a transfer or promotion to any vacant administrative positions for the upcoming school year. If a suitable candidate is not found within the Division, the Superintendent will advertise externally.

During the interview process for new, permanent principals, an interview committee will be struck consisting of senior administration, and a maximum of two trustees. Senior Administration will consider the trustee's input and recommend the selection decision to the Board.

Board Approval

For any posted 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. Feedback from the Parent Advisory groups, if available
- g. 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 administrative 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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