

## **RECRUITMENT AND SELECTION OF PERSONNEL**

The Board believes that the recruitment and selection of Division personnel is a shared responsibility between the Board and the Superintendent.

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

### **Specifically**

1. The Board, delegating authority to the Superintendent of Schools, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure that all current Division employees are made aware of staff vacancies.
2. The Board has the sole authority to recruit and select an individual for the position of Superintendent and entrust the day-to-day management of the school division to the staff through the Superintendent.
3. The processes to be followed for Education Services Centre senior administrative staff positions are:
  - 3.1. The Superintendent will be responsible for the creation of a short list of candidates for these positions.
  - 3.2. Representation from the Board and the Superintendent will constitute the interview teams.
    - 3.2.1. All available Board members will be the representatives for senior administration positions.
  - 3.3. The Superintendent will ensure references are checked.
  - 3.4. These positions will have a role description and each person occupying the position will have a written contract of employment.
4. The Superintendent is delegated full authority to recruit and select staff for all Division Office positions, except for senior administration positions as per item 3.2.1
5. The following process will be followed for the appointment of candidates to the position of Principal:
  - 5.1. The Superintendent will form an interview team. The Board representative(s) will be the local trustee(s) where possible.
  - 5.2. The final selection will be made by the Superintendent.
  - 5.3. The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.
6. The Superintendent is delegated full authority to recruit and select staff for all school-based positions up to and including those of Assistant Principal.

7. In the event of an unexpected, short-term vacancy, or changes occurring in administration at the school level after June 1, as per Section 203(1) of the Education Act, the Superintendent may appoint an acting Principal or acting Assistant Principal without a formal selection process for a maximum of one (1) year.
8. The Superintendent may initiate a procedure of transfers of Principals and Assistant Principals between schools without going through an advertising and competition process.
9. All offers of employment will be conditional on the successful applicant providing a Criminal Record Check from the RCMP under the Criminal Code or the Controlled Drugs and Substances Act and a Child Intervention Record Check from Alberta Children's Services, or the equivalent as requested, that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.
10. For principal positions, a successful applicant may be required to take graduate level courses as a condition of employment until a Master's Degree is completed.
11. Requirements for senior administration positions:
  - 11.1. Deputy or Assistant Superintendent
    - 11.1.1 A successful applicant must have a Bachelor of Education Degree and preference will be given to applicants with a graduate level degree. For applicants that do not have a Master's Degree they will be required to take graduate level courses as a condition of employment until a Master's Degree is completed.
    - 11.1.2 Preference will be given to applicants that have a minimum of two (2) years of school-based principal experience.
  - 11.2. Secretary-Treasurer
    - 11.2.1 A successful applicant must have a professional designation, such as a CPA. For applicants that do not have a designation they will be required to undertake course work to obtain the needed certification.

Legal Reference: 33, 52, 53, 68, 202, 203, 204, 222, 224, 225 Education Act  
Freedom of Information and Protection of Privacy Act

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Amended: June 16, 2010, June 22, 2011, November 21, 2012, February 4, 2015, March 21, 2018, June 6, 2018, March 11, 2020, June 18, 2025