

HUMAN RESOURCES

Policy 401-R

Recruitment and Selection of Management and Administrative Personnel

Stakeholder engagement in selection processes remains a core value of the Board.

1. Application of Regulation:

Positions: This regulation applies to the recruitment and selection practices for all management and administrative (non-unionized staff) positions in the district, with the exception of the Superintendent of Schools.

Recruitment for Superintendent of Schools: The Superintendent of Schools is selected by the Board and appointed by Board resolution. The process for recruiting and selecting the Superintendent of Schools will be developed by the Board on each separate occasion.

2. Purpose of Selection Processes and Appointment Process:

Purpose of Selection Processes: Selection processes are intended to identify individuals who have the ability and desire to perform their duties in accordance with District policy and values, and to approach their work through an effective blend of rational, relational and reflective practices.

Appointment Process: The Superintendent of Schools or designate makes all appointments to management and administrative staff positions, as the concluding component of the recruitment and selection process.

For Assistant Superintendent, Deputy Superintendent, Secretary-Treasurer, Director / Executive Director positions, Superintendent of Schools shall inform the Board of the appointment of the successful candidate at the subsequent regularly scheduled meeting of the Board.

For the position of Secretary-Treasurer, the Board may elect to participate in an interview with each of the final two **qualified** candidates and provide feedback for the Superintendent's consideration prior to the Superintendent selecting the final candidate.

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3. Interviewing

Interviews will be conducted by a committee established by the appropriate departmental manager or educational administrator in collaboration with the Human Resources Department. Members of the interview committee will have participated in training and professional learning opportunities related to appropriate interviewing techniques.

Composition of Interview Committees:

In addition to the members of the interview committee established by the departmental manager or educational administrator above, the interview committees for the following positions shall also include:

Position:	Interview Committee to also include:
School and District Based Principal and Vice-Principal Positions:	School principals or district based administrators, and one representative of each of the unionized stakeholders.
Assistant Superintendent, Director, Executive Director Positions:	School principals or district based administrators, a maximum of two members of the Board of Education, one representative from RMAPS and one representative of each of the unionized stakeholders.
Secretary-Treasurer, Deputy Superintendent Positions:	School principals or district based administrators, a maximum of two members of the Board of Education, one representative from RMAPS, one representative of each of the unionized stakeholders and one representative of the RDPA.
Board Interview with Final Two Qualified Secretary-Treasurer Candidates:	<p>Should the Board decide it wishes to participate in an interview with each of the final two qualified candidates for Secretary-Treasurer, the following would occur:</p> <ul style="list-style-type: none">• The board would have the opportunity to provide input into the topics it wished to see explored during the interviews• The interview would be arranged and conducted by the Executive Director, Human Resources• Trustees will be provided with the opportunity to participate in training and professional learning opportunities related to appropriate interviewing techniques.