

	<b>Chinook's Edge School Division - Policy</b>	
	<b>PL 3 – 04.1.0 Staff Hiring</b>	
<b>Related Policies:</b>	<b>Date of Approval:</b> 2017 August 1	
<b>Related Procedures:</b>	<b>Last Amended:</b> 2023 January 11	
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2023 January 11	

## FOUNDATIONAL PILLAR - Operational Expectations

### EXPECTATION

It is the will of the Board that the Superintendent shall ensure the recruitment of the organization's employees are conducted in a manner that enables the Division to achieve its **Organizational Goals**.

### DEFINITIONS

*Hiring committee* – a hiring committee will consist of the following, when hiring for a

1. *Vice Principal position* – three members, including the local Trustee or a Trustee designated by the local Trustee, the Superintendent or an Associate Superintendent designated by the Superintendent and the school Principal
2. *School based Principal* - four members, including the Chair or a Trustee designated by the Chair, the local Trustee or a Trustee designated by the local Trustee, the Superintendent or an Associate Superintendent designated by the Superintendent and an Associate Superintendent appointed by the Superintendent.
3. *Division Principal, Treasurer, Director* - four members, including the Chair or a Trustee designated by the Chair a Trustee appointed by the Board the Superintendent and an Associate Superintendent designated by the Superintendent.
4. *Associate Superintendent* – the Board (rules of quorum apply) and the Superintendent. If the Board Chair and Superintendent agree they can invite an individual(s) in an advisory capacity.

*Hiring decision* – may include offering the position to a candidate, interviewing additional candidates, or not offering the position to any candidate and addressing the Division's needs in some other manner.

### REQUIREMENTS AND LIMITS

1. The Superintendent, when hiring staff, shall ensure that
  - a. prior to hiring any paid personnel or engaging the services of any volunteer who will have contact with students, background inquiries and checks have been conducted.
  - b. for all positions, the most highly qualified and best-suited candidate has been selected, without discrimination.
2. When hiring a Vice Principal the Superintendent or designate shall
  - a. as early as is practically possible, provide the *hiring committee* with
    - i. the criteria for the position, including required qualifications
    - ii. the advertisement for the position and where it is posted
    - iii. a list of applicants
    - iv. input and suggestions gathered from the school staff and school council.
  - b. upon request of any *hiring committee* member, provide access to a list of all applicants and their resumes

- c. arrange for the three members of the *hiring committee* to interview candidates
  - d. In consultation with the Board Chair, determine an interview date, if the *hiring committee* is unable to agree upon a date
  - e. upon completion of the interviews, promote a discussion that will guide the *hiring committee* to a consensus *hiring decision*
  - f. If the committee is unable to make a consensus decision the final decision rests with the Superintendent or designate.
3. When hiring a school Principal the Superintendent or designate shall
- a. as early as is practically possible, provide the *hiring committee* with
    - i. the criteria for the position, including required qualifications
    - ii. the advertisement for the position and where it is posted
    - iii. a list of applicants
    - iv. a list of applicants to be interviewed and access to their resumes
    - v. input and suggestions gathered from the school staff and school council.
  - b. upon request of any *hiring committee* member, provide a list of all applicants and their resumes
  - c. arrange for the four members of the *hiring committee* to interview candidates
  - d. In consultation with the Board Chair, determine an interview date, if the *hiring committee* is unable to agree upon a date
  - e. upon completion of the interviews, promote a discussion that will guide the *hiring committee* to a consensus *hiring decision*
  - f. if the *hiring committee* is unable to come to a consensus decision, the Board Chair or designate and the Superintendent or designate shall make the *hiring decision*
  - g. If the Board Chair or designate and Superintendent or designate are unable to come to a consensus decision, final decision rests with the Superintendent or designate.
4. When hiring a Division Principal, a Director or the Treasurer the Superintendent or designate shall
- a. as early as is practically possible, provide the *hiring committee* with
    - i. the criteria for the position, including required qualifications
    - ii. the advertisement for the position and where it is posted
    - iii. a list of applicants
    - iv. a list of applicants to be interviewed and access to their resumes
    - v. input and suggestions gathered from the stakeholders in the Division.
  - b. upon request of any *hiring committee* member, provide a list of all applicants and their resumes
  - c. arrange for the four members of the *hiring committee* to interview candidates
  - d. In consultation with the Board Chair, determine an interview date, if the *hiring committee* is unable to agree upon a date
  - e. upon completion of the interviews, promote a discussion that will guide the *hiring committee* to a consensus *hiring decision*
  - f. if the *hiring committee* is unable to come to a consensus decision, the Board Chair or designate and the Superintendent or designate shall make the *hiring decision*
  - g. If the Board Chair or designate and Superintendent or designate are unable to come to a consensus decision, final decision rests with the Superintendent or designate.
5. When hiring an Associate Superintendent the Superintendent or designate appointed by the Board shall
- a. as early as is practically possible, provide the *hiring committee* with
    - i. the criteria for the position, including required qualifications
    - ii. the advertisement for the position and where it is posted

- iii. a list of applicants
- iv. a list of applicants to be interviewed and access to their resumes
- v. input and suggestions gathered from the stakeholders in the Division.
- b. upon request of any *hiring committee* member, provide a list of all applicants and their resumes
- c. in consultation with the Board Chair, determine an interview date
- d. upon completion of the interviews, promote a discussion that will guide the *hiring committee* to a consensus *hiring decision*
- e. if the *hiring committee* is unable to come to a consensus decision, the Board Chair and the Superintendent or designate appointed by the Board shall make the *hiring decision*
- f. If the Board Chair or designate and Superintendent or designate are unable to come to a consensus decision, final decision rests with the Superintendent or designate.

## **ASSURANCES**

1. Annually, at the June Board meeting, the Superintendent shall provide a report to the Board listing the teachers and central office staff hired for the upcoming school year.

## **HISTORY**

2017 Aug 1 Approved  
2018 Feb 12 Reviewed  
2019 Apr 10 Reviewed  
2019 Nov 29 Reviewed  
2023 January 11 Revised