



School District No. 46 (Sunshine Coast)

Administrative Regulations

PERSONNEL

2120

SELECTION AND APPOINTMENT OF SENIOR EXECUTIVE

1. As vacancies occur, processes will be in place to allow the Board the opportunity to review the assignment and qualifications before any competition is held.
2. Any senior executive vacancies identified for external/internal competition will be recruited through postings at each School District No. 46 (Sunshine Coast) facility as well as locally and provincially/nationally using a variety of resources and strategies.
3. The Board may invite representatives of school administration, partner groups and personnel with whom the executive staff will be working, to participate in the selection process as appropriate.
4. When a competition occurs, the Superintendent or designate will coordinate the advertising, short listing and selection process except when the Superintendent's position is being recruited. In that case, the Board may designate another member of the senior executive to coordinate the process or the Board may engage an external resource person.
5. Prior to interviews, shortlisted candidates may be invited to meet with the Board and executive staff, tour the district office and other facilities as appropriate and have an opportunity to meet key members of the school district community.
6. Interviews for senior executive positions will be conducted by the Board and assisted by the senior executive staff. Representatives from school administration, partner groups and staff in the department(s) under the supervision of the position will, as appropriate, be invited to observe and to provide feedback following the interviews.

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Date adopted: New-October 2010
Revised: December 14, 2010

Reference:
Board Policy 2.10

Supt. Signature:



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SELECTION AND APPOINTMENT OF SENIOR EXECUTIVE (cont'd)

7. The successful candidate will have met essential criteria related to the posting including:
 - Training, professional and academic qualifications and certification
 - Proven experience and a high degree of previous success
 - Demonstrated excellence in managing and leading in public education
 - Effective public relations, employee relations and interpersonal skills
 - Initiative, loyalty to the organization and potential for further growth and development
8. Individuals who find themselves in conflict of interest shall remove themselves at the outset of the process.

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