

# ADMINISTRATIVE REGULATIONS

**TITLE:** SELECTION AND APPOINTMENT OF DISTRICT EXECUTIVE STAFF  
**CATEGORY:** PERSONNEL  
**NUMBER:** 2120

---

**I. Rationale:**

Students, staff and the community deserve a culture of learning, innovation and support to be their best in all that they do. A senior executive staff that is experienced, fully trained and prepared to engage effectively with students, staff, the community and the Board is a requirement to fulfill the Vision, Mission and Affirmation of the Board. A clear process for doing so supports the Board's capacity to meet this objective.

**II. Superintendent selection:**

**A. Steps:**

1. The Board is the hiring committee for the Superintendent. The Board may engage the services of a search consultant and shall be assisted by the Secretary-Treasurer, or their designate, throughout the process.
2. The Board may review the Policy: Role of the Superintendent, the Strategic Plan and other policy and governance documents as they relate to the role of the superintendent.
3. The Board may consult with stakeholder groups including students, staff representatives, school and district principals, and parents regarding each group's priorities for the Superintendent.
4. The Board will develop a description for the position which will be promoted locally, provincially, and nationally, using the most efficient and effective resources and strategies.
5. The Board shall review applications and develop a short list of candidates for in-person interviews.
6. The Board shall interview the short-listed candidates.
7. The Board may request the input of the representatives from student, union locals and principals and allow them an opportunity to meet with the candidates. A summary of this groups' input should be reviewed by the Board prior to a final Board decision.

# ADMINISTRATIVE REGULATIONS

**TITLE:** SELECTION AND APPOINTMENT OF DISTRICT EXECUTIVE STAFF  
**CATEGORY:** PERSONNEL  
**NUMBER:** 2120

---

### III. Executive staff other than the Superintendent:

#### A. Steps:

1. The Superintendent, or designate, shall coordinate the advertising, short-listing, and selection process.
2. The Board shall review any new assignments or the renewal of a current executive assignment and the associated qualifications before any competition is held. Any senior executive vacancies identified for external/internal competition will be recruited locally, provincially, and nationally, using the most efficient and effective resources and strategies.
3. The Superintendent shall consult with principals regarding the criteria related to the responsibilities of the position.
4. The Selection Committee shall consist of the Superintendent, another member of the executive staff, and two trustees.
5. The Superintendent may request the input of a representative from each of the student leadership team, CUPE 801, SCTA, SCPVPA, and the DPAC and allow them an opportunity to meet with the candidates in an interview format. A summary of this groups' input shall be reviewed by the hiring committee prior to reaching a final recommendation.
6. The successful candidate will have met essential criteria related to the posting including, but not limited to:
  - a) Training, professional and academic qualifications and certifications.
  - b) A high degree of previous success in creating a culture of care, learning and professional connection in public education.
  - c) Highly effective public relations, employee relations and interpersonal skills.
  - d) Initiative, loyalty to the organization and potential for further growth and development.
7. The Superintendent will consider the advice of the selection committee. Final responsibility for choosing the most appropriate candidate rests with the Superintendent.

# ADMINISTRATIVE REGULATIONS

**TITLE:** SELECTION AND APPOINTMENT OF DISTRICT EXECUTIVE STAFF  
**CATEGORY:** PERSONNEL  
**NUMBER:** 2120

---

8. Individuals involved in the hiring process who are in a conflict of interest shall declare the conflict and remove themselves as soon as they become aware of the conflict.

**Received:** December 2019

**References:** Policy 2.7, 11