

POLICY 16

SENIOR ADMINISTRATIVE APPOINTMENTS

The Board believes strong central leadership and administration at the Division level is essential to the effective and efficient operation of the school system.

Specifically:

1. Therefore, the Board reserves unto itself the authority to establish senior central office administrative staff positions in addition to those of the Superintendent of Schools and Secretary-Treasurer which are statutory positions.
2. Each of these established positions shall have a role description and each person occupying one of the positions shall have a written contract of employment.
3. The selection process for the positions of the Deputy, Associate, and Assistant Superintendents, as well as for the Secretary-Treasurer shall be as follows:
 - 3.1 The Board shall name two trustees to serve on the Selection Committee;
 - 3.2 The Superintendent or designate and a minimum of one additional individual selected by the Superintendent shall also serve on the Selection Committee; and
 - 3.3 The successful candidate must be supported by a clear majority of the Selection Committee. The Superintendent or designate must be one of the votes in the majority.
4. For Director positions as shown on the Organizational Chart, the interview team will include one trustee as selected by the Board or Board Chair.
5. For Principals, a local trustee and other team members as determined by the Superintendent will be involved in the hiring process.
6. The Board corporately reserves the right to determine the selection process for the Superintendent.

Legal Reference: Section 113, 114, 115, 116, 117, School Act

Revised: September, 2012