

School District #62 (Sooke)

Recruitment and Selection of Administrative Personnel	No.: E-205
	Effective: Jan. 23/24 Revised: Reviewed: Dec. 5/23; Dec. 19/23; Jan. 23/24

SCHOOL BOARD POLICY

The Board of Education believes strong leadership and administration at the district and school levels are essential to the effective and efficient operation of the school system. The Board of Education and superintendent seek to recruit and hire highly qualified employees to provide exceptional leadership, educational services, and inclusive services that align to the Board’s Strategic Plan and legislated responsibilities.

The Board of Education is committed to hiring individuals that are representative of the broad community served by the school district and will participate in a Human Rights Special Program that aims to improve the lives of disadvantaged individuals or groups in the province. The School District will not permit any discriminatory processes or practices to influence the recruitment and hiring process and will use processes that provide for the fair and equitable treatments of all candidates.

The Board of Education serves a governance role in the selection of Principals and Vice-Principals and non-school based positions, and is responsible for setting policy and providing oversight to the process.

The Superintendent is responsible for developing specific recruitment and selection procedures for all Executive Staff, Principals, Vice-Principals and other management exempt positions.

The Board of Education is responsible for the recruitment and selection of the Superintendent, subject to the requirements outlined in the *School Act*.

The Superintendent is further responsible for the process to recruit and select all other positions for the School District, in accordance with any collective agreements with the School District.

Statutory Requirements:
British Columbia School Act: Sect. 22 Responsibilities of the Superintendent

Policy:
E-110: Job Descriptions