

**ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL**

**POLICY TYPE:** Executive Limitations      **POLICY NO.:** EL -3

**POLICY TITLE:** Staff Hiring      **PAGE:** 1 of 1

**LEGISLATIVE AUTHORITY:**

With respect to hiring personnel, the Superintendent shall not fail

1. to establish a protocol for hiring individuals into all education and non education staff positions that includes but is not necessarily limited to the following tenets:
  - A process that is open and understood by all stakeholders.
  - A process that supports the principles of equal opportunity, and human rights and charter legislation.
  - A process that adheres to contractual obligations when identifying and filling vacancies.
  - A process that includes parental representation on selection committees for educational administrative positions. (5 year)
  - A process that ensures confidentiality.
  - A process that will have the basic goal of placing the candidate that best meets the hiring criteria which will include but not necessarily be limited to academic qualifications and interpersonal skills, re-advertising if necessary.
  - A process that ensures that candidates are screened and evaluated for past performance history and criminal record checks.
  - A process that is transparent and ensures no conflict of interest.
2. to ensure that all records are maintained concerning hiring or hiring recommendations made by the selection committee including but not necessarily limited to all applicants, the short list, and the successful candidate.
3. to ensure that all employment related activity is continuously evaluated to ensure adherence and application of this policy.

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**Adopted: October 10, 2012**

**Revised:**

**Review Method: Internal Report**

**Review Frequency: Annual – February 20, 2019**