

	<h2>GOVERNANCE POLICIES</h2>
<b>Policy Type</b>	<b>Governance Process</b>
<b>Policy Name</b>	<b>District Hiring Process</b>
<b>Policy Number</b>	<b>ASD-W-GP10</b>
<b>Effective Date: September 20, 2012</b>	<b>Revised: January 23, 2014; October 23, 2014, August 27, 2015, September 22, 2016</b>

**Policy:**

Acknowledging its responsibility to provide quality education and to staff the system with highly qualified and dedicated personnel, Anglophone West School District is committed to the selection of personnel on the basis of merit. To achieve this, the education council monitors the recruitment process.

The Council is responsible for hiring the Superintendent and the Superintendent is responsible for hiring at all other levels. The Council shall not participate in decisions or actions involving the hiring, evaluating, disciplining or dismissal of any employee other than the Superintendent, except as required by law.

The Superintendent shall ensure consistency in the recruitment process; a selection plan shall be monitored for the filling of each position. The selection plan shall be the basis for advertising the vacancy, screening applications, developing assessment methods, conducting selection interviews, and ranking candidates. Procedures for recruitment for specific positions shall be in accordance with subsequent policies.

In the selection process for the Director of Curriculum and Instruction, the Director of Education Support Services, the Director of Finance and Administration, the Director of Human Resources, and the Director of Schools, the monitoring will be reviewed and signed by two DEC members before Hiring takes place. See Appendix A for a monitoring checklist.

DEC Chairperson's option:

- DEC Chairperson or designate has the option to be a part of the interview process of Principals and Vice-principals only if a Parent School Support Committee member cannot attend.

Otherwise, the DEC chairperson or designate may sit in on the interview process of Principals and Vice-principals as deemed necessary by the Chair:

- Only in an observation role and shall not have a say or a vote in the interview process.
- Only in an effort to collect data and gain insights in order to more effectively create and monitor policy.

**MONITORING:**

<b>Method(s)</b>	<b>Frequency</b>	<b>Month</b>
<ul style="list-style-type: none"><li>• Council Self-evaluation</li></ul>	<ul style="list-style-type: none"><li>• 2 times per year</li></ul>	<ul style="list-style-type: none"><li>• December</li><li>• May</li></ul>
<b>Appendix Name</b>	<b>Letter</b>	
<ul style="list-style-type: none"><li>• DEC approval Form Checklist</li></ul>	A	

**Appendix A**

**DISTRICT EDUCATION COUNCIL APPROVAL FORM**

Check (1) one of the following:

<input type="checkbox"/> School Administrator <input type="checkbox"/> Teacher <input type="checkbox"/> School Administrative Assistant <input type="checkbox"/> Educational Assistant <input type="checkbox"/> Library Worker <input type="checkbox"/> Custodian		<input type="checkbox"/> Bus Driver <input type="checkbox"/> Maintenance Repair <input type="checkbox"/> District Admin Support <input type="checkbox"/> Subject Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Other _____	
1.	<input type="checkbox"/>	A selection committee chair was identified with due regard to bias or potential conflicts of interest.	
2.	<input type="checkbox"/>	The Chair of the selection committee, in consultation with the principal or other selection committee member, set the criteria for the position based on established position descriptions, and including any qualifications established by the Superintendent or the Department of Education and Early Childhood Development. Care was taken to ensure the criteria were clear and fair to all potential applicants. This means criteria is not set to pre-select one particular applicant.	
3.	<input type="checkbox"/>	The position was posted based on the criteria established respecting collective agreement timelines.	
4.	<input type="checkbox"/>	The chair of the selection committee rated all applications and determined a preliminary short list.	
5.	<input type="checkbox"/>	The Chair of the Selection Committee, in consultation with the principal or other selection committee member, met to review the preliminary short list and to determine who was to be invited for an interview, based on the advertised criteria. A "Question-Data Bank", questions and other criteria to be used during the interview were determined (e.g. presentation, in-basket activity, etc.)	
6.	<input type="checkbox"/>	The Superintendent/designate checked a minimum of 2 references, one of the two being a current immediate supervisor (if possible).	
7.	<input type="checkbox"/>	The Superintendent/designate set the schedule for interviews and invited applicants to attend.	
8.	<input type="checkbox"/>	The interview panel consisted of an appropriate interview team as assigned by the superintendent or delegate. This may include, depending on the position, the Superintendent, an appropriate Director, a level Supervisor or Manager, a Principal or designate, the DEC Chair and or councilors (for positions of senior district staff), and a PSSC Chair or designate (for positions of school administration).	
9.	<input type="checkbox"/>	All members of the selection Committee signed the declaration of confidentiality regarding the selection of school district personnel.	
10.	<input type="checkbox"/>	The committee interviewed and assessed all relevant information before the consensus process was started.	
11.	<input type="checkbox"/>	Consensus was reached, and a recommendation was made.	
12.	<input type="checkbox"/>	With CUPE Collective Agreements and NBUPPE, seniority rules apply.	
13.	<input type="checkbox"/>	Competition reviewed and is complete.	

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District Education Council

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Date

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District Education Council

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Date