

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

**BOARD GOVERNANCE POLICY
NO. GOV-07**

Date Adopted	October 24, 2018
Last Revised	
Board Motion	5598-10-18

SELECTION OF THE SUPERVISORY OFFICER

1. PURPOSE

The James Bay Lowlands Secondary School Board recognizes the importance of appointing a highly qualified, effective system leader to implement the work of the Board.

This policy provides Board direction for a process by which the Board will select a candidate for the position of supervisory officer.

2. DEFINITIONS

Consultant: Consultant refers to a support person who may be appointed to act as a facilitator and advisor to the Board during the process of selection of a supervisory officer.

Supervisory Officer: In a school authority, the supervisory officer fulfils the functions of a director of education as described in the *Education Act* and Regulations. [*Education Act: Section 284: Supervisory Officers: School Authorities*] The supervisory officer serves as the chief education officer and chief executive officer of the Board.

3. GUIDING PRINCIPLES

- 3.1 Selection of the supervisory officer is an important responsibility of the Board that can never be delegated.
- 3.2 The Board shall seek a chief education officer/chief executive officer who promotes success for all students and staff members, open communication, and positive community relationships.
- 3.3 The Board will be guided in this process by the philosophy set out in Board Governance Policy GOV-01 Values, Vision, and Mission.

4. POLICY

- 4.1 The James Bay Lowlands Secondary School Board's Governance Policy GOV-03, The Role of the Supervisory Officer, is a useful reference during the process of recruitment and selection of a supervisory officer. The policy describes the Ministry of Education and Board expectations of the supervisory officer.

- 4.2 The role description highlights a commitment to student achievement and well-being. It states that the supervisory officer must provide educational leadership; demonstrate effective system direction and planning; exhibit fiscal responsibility; and provide successful organizational and personnel management. The policy describes a supervisory officer who establishes positive working relations with members of the Board, the staff, and community. In addition, the supervisory officer is expected to engage in effective communications with all stakeholders to promote and protect public education.
- 4.3 The *Ontario Leadership Framework* is a valuable resource for the selection process. The *Framework* describes the following practices that are considered essential to effective system leadership: setting directions and accomplishing goals; supporting professional leaders; supporting elected leaders; and building productive relationships. In addition, the *Ontario Leadership Framework* describes personal leadership traits and dispositions most likely to influence the effectiveness with which leadership practices are enacted. These include optimism, confidence, and resilience.
- 4.4 The Board is committed to the establishment of a selection process for the supervisory officer's position which captures the complexity of the workplace and provides practical assessments of the degree to which the candidates possess the knowledge, skills, and attributes of a successful system leader.

5. BOARD EXPECTATIONS

The James Bay Lowlands Secondary School Board sets out the following requirements for the recruitment and hiring process.

The Selection Committee

- 5.1 When it is known that the position of supervisory officer will become vacant, the Board may, if desired, select a consultant to assist in the screening and selection process. The consultant may be asked to perform any of the duties outlined in this policy, including checking the references and qualifications of applicants. Incumbent staff other than the outgoing supervisory officer shall not check references and qualifications of applicants.
- 5.2 The Board will establish a selection committee to short-list the candidates to be interviewed by the Board. The selection committee shall consist of all the members of the Board.
- 5.3 To ensure that the selection process considers local needs, the Board will reflect upon the strengths of the system, challenges for the coming years, and the qualities and skills that are perceived as necessary in the James Bay Lowlands Secondary School Board.
- 5.4 As part of this consideration, the Board may seek the views of any of the following: system administrators, the school principal, employee groups, and/or the School Council.

- 5.5 The selection committee will study submissions from candidates in response to an advertisement about the position; ensure that references have been contacted; and select candidates for further consideration.
- 5.6 The Board will stress the importance of confidentiality and respect for all candidates throughout all steps of the process.

The Board Interview

- 5.7 Once the selection committee has studied the applications, it shall recommend a candidate or candidates for final consideration in an interview with the Board.
- 5.8 All trustees of the Board will be involved in the Board interview for the supervisory officer's position. The interview will be conducted by the Chair of the Board or designate.

The Final Decision

- 5.9 If a candidate is supported by a majority of the Board in Committee of the Whole, a recommendation will go to open session that the Board hire the candidate.
- 5.10 The Board motion will include the length of term of the personal services contract of the new supervisory officer and the start date.

6. Appointment of the Supervisory Officer

- 6.1 James Bay Secondary School Board will make a formal resolution in open session to appoint the candidate as Supervisory Officer and Secretary to the Board.
- 6.2 The announcement of the appointment of the new supervisory officer will be coordinated with the new supervisory officer.
- 6.3 The appropriate Ministry of Education officials will be advised of the appointment.

REFERENCE DOCUMENTS

Legal:

Education Act: Section 169.1 Duties and Powers of Boards: Responsibility for student achievement and stewardship of resources

Education Act: Section 171 Powers of Boards: Appoint employees

Education Act, Paragraph 218.1 (f): Day to Day Management: Chief Executive Officer

Education Act, Section 279 Duty of Board to Employ a Supervisory Officer

Education Act: Subsection 283 (2) Chief Executive Officer: Develop and maintain an effective organization

Education Act: Section 284: Supervisory Officers: School Authorities

Municipal Freedom of Information and Protection of Privacy Act

Ontario Regulation 309 Supervisory Officers: Qualifications

Ontario Regulation 521/01 Collection of Personal Information

Board References:

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-02 Role of the Corporate Board

Board Policy GOV-03 Role of the Supervisory Officer

Board Policy GOV-04 Delegation of Authority

Resources:

- Ontario Education Services Corporation. (2014) *Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities*
- The Institute for Educational Leadership. (2013) *The Ontario Leadership Framework: A School and System Leader's Guide to Putting Ontario's Leadership Framework into Action.*