

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

**BOARD GOVERNANCE POLICY
NO. GOV-08**

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

STAFF RECRUITMENT AND SELECTION

1. PURPOSE

This governance policy supports the James Bay Lowlands Secondary School Board staffing objective of securing the best qualified and most effective staff members available, within the staff complements and salary ranges approved in collective agreements and the annual Board budget.

This procedure also references the human rights issues that must be considered when recruiting and selecting staff members.

2. GUIDING PRINCIPLES

- 2.1 The James Bay Lowlands Secondary School Board will hire staff who share the Board's philosophy as set out in Board Governance Policy GOV-01 Values, Vision, and Mission.
- 2.2 The Board recognizes that its staff is its most important resource. The Board believes that the quality of the staff is a major component of an effective, productive system and shall make every effort to attract and retain the best qualified and most effective personnel.
- 2.3 Criteria and qualifications for positions will be established in a fair and objective manner. Recruitment for positions will be done as widely as is appropriate.
- 2.4 The Board believes in equal employment opportunities and shall hire staff in accordance with the *Ontario Human Rights Code*. The Board is committed to equitable hiring practices that allow the Board to hire qualified staff who reflect the full diversity of the district.
- 2.5 The Board will make any reasonable accommodation, based on any of the human rights protected grounds, to support the inclusion of candidates in the hiring process.
- 2.6 Résumés and other documents of all candidates and employees of Board will be maintained in a confidential file in the human resources department.

POLICY**3. POLICY**

- 3.1 It is the policy of the James Bay Lowlands Secondary School Board to employ personnel to fill vacancies in teaching and non-teaching positions in accordance with expectations established under this policy and included in Administrative Procedure 405 Staff Recruitment and Selection.
- 3.2 All staff positions, other than occasional, shall be authorized by the Board either by direct Board motion or through the budget approval process.
- 3.3 The placement of external advertisements shall be coordinated by the finance and human resources administrator.

BOARD EXPECTATIONS**4. TEACHING STAFF**

- 4.1 The hiring and appointment of teaching staff shall be made by the Board.
- 4.2 Interviews will be conducted by the supervisory officer and/or principal and/or vice-principal, and a minimum of one (1) trustee and a resource person as required.

5. PRINCIPAL AND VICE-PRINCIPAL

- 5.1 A committee of the Board will be established to interview candidates. This committee will consist of:
 - a) The supervisory officer;
 - b) The Committee of the Whole Board;
 - c) A resource person, if required.
- 5.2 The appointment of a principal shall be made by the Board on the recommendation of the committee.
- 5.3 In the case of hiring a vice-principal, the principal will be added to the selection committee.

6. NON-TEACHING STAFF

- 6.1 The engagement and appointment of all non-teaching staff shall be made by the Board upon the recommendation of the finance and human resources administrator and the hiring committee charged with the responsibility for interviewing candidates.
- 6.2 The acceptance of résumés, screening, and interviewing shall be conducted by the following personnel:

6.2.1 School Based Personnel (Hiring Committee)

- Primary Recruitment Agent (the supervisor of the position)
- Principal or Vice Principal
- Resource Person
- Trustee(s)

6.2.2 System Based Personnel (Hiring Committee)

- Primary Recruitment Agent (the supervisor of the position)
- Finance and Human Resources Administrator
- Resource Person if required
- Trustee(s)

6.3 Occasional staff may be employed by the finance and human resources administrator on a needs basis.

7. POLICY IMPLEMENTATION

System administrators have developed a comprehensive resource document, Administrative Procedure 405 Staff Recruitment and Selection, to support the implementation of this Board policy.

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

Ontario College of Teachers Act

Ontario Human Rights Code

Criminal Code (Canada)

Employment Standards Act

Labour Relations Act

Municipal Freedom of Information and Protection of Privacy Act

Occupational Health and Safety Act

Ontarians with Disabilities Act

Pay Equity Act

Ontario Regulation 298 Operation of Schools-General: Assignment and Duties of Principals, Vice-Principals, Teachers

Ontario Regulation 521/01 Collection of Personal Information: Criminal background check

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
Board Policy GOV-05 Multi-Year Strategic Plan
Staff Collective Agreements
Administrative Procedure 405 Staff Recruitment and Selection