

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD

Policy: Staff Recruitment and Retention	No. 701
Section: Personnel and Employee Matters	Page: 1 of 3
Date Approved: November 24, 2015	Board Motion: 5030-11-15
Cross Reference: Policy No. 713 – Criminal Records Search	Date Revised: November 24, 2015

A. POLICY

1. It is the policy of the Board to employ personnel to fill vacancies in teaching and non-teaching positions in accordance with guidelines established under this policy.

B. GUIDELINES

1. General

- 1.1 All staff positions, other than occasional, shall be authorized by the Board either by direct Board motion or through the budget approval process.
- 1.2 The placement of external advertisements shall be coordinated by the Business Administrator and approved by the Superintendent of Education.

2. Teaching Staff

- 2.1 The hiring and appointment of teaching staff shall be made by the Board.
- 2.2 Interviews will be conducted by the Superintendent of Education and/or Principal and/or Vice Principal and/or Department Head and a minimum of one (1) Trustee and a resource person (i.e. Department Head), as required.

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B. GUIDELINES (cont'd)

3. Principal and Vice Principal

3.1 A committee of the Board will be established to interview candidates. This committee will consist of:

3.1.1 Superintendent of Education;

3.1.2 Committee of the Whole Board;

3.1.3 Resource Person if required.

3.2 The appointment of a Principal shall be made by the Board on the recommendation of the committee.

3.3 In the case of hiring a Vice Principal, the Principal will be added to the selection committee.

4. Non-Teaching Staff

4.1 The engagement and appointment of all non-teaching staff shall be made by the Board upon the recommendation of the Business Administrator and the Hiring Committee charged with the responsibility for interviewing candidates.

4.2 The acceptance of applications, screening and interviewing shall be conducted by the following personnel:

4.2.1 School Based Personnel (Hiring Committee)

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

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B. GUIDELINES (cont'd)

4.2.2 System Based Personnel (Hiring Committee)

- Primary Recruitment Agent (the supervisor of the position)
- Business Administrator
- Resource Person if required
- Trustee(s)

4.3 Occasional staff may be employed by the Business Administrator on a needs basis.