

**JAMES BAY LOWLANDS  
SECONDARY SCHOOL BOARD**

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

Date Adopted	October 24, 2018
Last Revised	March 24, 2021
Board Motion	6109-03-21

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## STAFF RECRUITMENT AND SELECTION

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### 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. The Board strives to recruit and select a diverse staff that best represents and serves the needs of its students and community.

### 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 Board personnel decisions will include the following components as set out in Policy/Program Memorandum No. 165:
- diversity, equity, and human rights
  - qualifications and merit
  - employment mobility
  - fairness and transparency
  - monitoring and evaluation
  - avoidance of conflict of interest.
- 2.3 This governance policy shall be applied in accordance with applicable laws, including the *Ontario Human Rights Code*, and collective agreement obligations. In the event of a conflict between this policy and the terms outlined within legislation or a collective agreement, the legislation or collective agreement will prevail.
- 2.4 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.

- 2.5 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.
- 2.6 The Board is committed to equitable hiring practices that allow the Board to hire qualified staff who reflect the full diversity of the district.
- 2.7 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.
- 2.8 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. Promoting Equity and Inclusion in Hiring**

- 3.1 This Board policy requires equity and accommodation statements to appear on job postings as set out in Policy/Program Memorandum No. 165. Examples are as follows:
  - *The James Bay Lowlands Secondary School Board is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of residents in the province of Ontario. The Board encourages submissions from candidates who represent the various dimensions of diversity.*
  - *The James Bay Lowlands Secondary School Board is committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act. Should you require accommodation through any stage of the recruitment process, please make this known when contacted.*
- 3.2 To the greatest degree possible, the Board will seek to ensure diversity on hiring panels to include individuals who have the knowledge and experience, including lived experience, to reflect the needs and interest of communities in the school that have been historically under-represented in decision-making, as well as those who have different educational and professional backgrounds.
- 3.3 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 and Administrative Procedure 407 Hiring Practices (Teachers).
- 3.4 All staff positions, other than occasional, shall be authorized by the Board either by direct Board motion or through the budget approval process.
- 3.5 The placement of external advertisements shall be coordinated by the finance and human resources administrator.

**BOARD EXPECTATIONS****4. TEACHING STAFF**

- 4.1 The hiring process for teachers will follow the directives set out in PPM 165 and Administrative Procedure 407 Hiring Practices (Teachers).
- 4.2 The hiring and appointment of teaching staff shall be made by the Board.
- 4.3 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 Policy/Program Memorandum No. 165: School Board Teacher Hiring Practices*

### ***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

Administrative Procedure 407 Hiring Practices (Teachers)

Administrative Procedure 423 Workplace Accommodation