



2110: APPOINTMENT TO EXCLUDED POSITIONS (AP)

ADMINISTRATIVE PROCEDURES

The following procedures will be followed during the selection process of administrative personnel.

1.0 GENERAL GUIDELINES

- 1.1 The Board of Education shall determine whether a vacant excluded position is filled or not and approve any new excluded positions.

2.0 SELECTION OF SUPERINTENDENT OF SCHOOLS/CEO

- 2.1 The Board of Education will determine the necessary qualifications and the extent of advertising. The Board of Education may retain the services of a consultant to lead the search process.

- 2.2 The Board will name a "short-listing" committee comprised of:

- i) not less than three trustees
- ii) Superintendent of Schools (optional)
- iii) not less than two of Assistant Superintendent and Directors of Instruction and Secretary-Treasurer
- iv) one representative of the PVPA
- v) one representative of the ADTU
- vi) one representative of CUPE
- vii) not less than one First Nations representative
- viii) one representative of DPAC
- ix) one representative from the Alberni Clayoquot Metis Association
- x) one student representative

- 2.3 The Superintendent will arrange, where practical, a social evening to permit trustees and other senior administrative staff to informally meet the short-listed candidates prior to the formal interview process.

- 2.4 The Interview Committee will be comprised as follows:

- xi) preferably all trustees, but at least six, one of whom will act as Chairman
- xii) not less than two of Assistant Superintendent and Directors of Instruction
- xiii) Secretary-Treasurer or designate
- xiv) one representative of the PVPA



- xv) one representative of the ADTU
- xvi) one representative of CUPE 727
- xvii) not less than one First Nations representative
- xviii) one representative of DPAC
- xix) one representative from the Alberni Clayoquot Metis Association
- xx) one student representative
- xxi) at the discretion of the Board a consultant may be invited as a member of the committee

2.5 The interview committee will interview each candidate. Trustees and senior excluded staff will invite representatives to individually provide feedback regarding the candidates. Trustees and senior staff will consider input from representatives. Trustees will then make a selection and the chair or consultant shall make an offer of employment to the chosen candidate.

3.0 SUPERINTENDENT'S AUTHORITY

3.1 The Superintendent is given full authority to determine the process for advertising, shortlisting and interviewing excluded staff subject to the following guidelines and Article E.26 of the ADTU Collective Agreement.

4.0 SELECTION OF SENIOR ADMINISTRATIVE STAFF

- Secretary-Treasurer
- Assistant Superintendent of Schools
- Director of Instruction

4.1 The Superintendent will determine the necessary qualifications and the extent of advertising.

4.2 The Superintendent will determine a shortlisting process that will allow input by a representative of CUPE, PVPA, ADTU, not less than one representative from the local First Nations and others as the Superintendent deems necessary.

4.3 The Superintendent will convene an interview committee with a representative from CUPE, PVPA, ADTU, not less than one representative from the local First Nations, one representative from the Alberni Clayoquot Metis Association and others as the Superintendent deems necessary. Two seats of the interview committee shall be reserved for trustees.

4.4 The interview committee will interview each short-listed candidate. Trustees and senior excluded staff will invite representatives to individually provide feedback regarding the candidates. Trustees and senior staff will consider input from representatives. The committee will attempt to reach consensus. In the event there is no consensus the Superintendent shall determine the successful candidate.



4.5 Upon accepting an offer, at the next in-camera board meeting the Superintendent shall inform the board of the successful candidate. Following the in-camera the Board will make public the successful candidate.

5.0 SELECTION OF DISTRICT ADMINISTRATIVE STAFF

- Director of Operations
- Assistant Secretary-Treasurer
- Controller
- Administrative Assistants/Executive Assistants
- Managers
- Others as determined by the Superintendent

5.1 The Superintendent will determine a shortlisting process that will allow input by a representative of the CUPE, PVPA and ADTU and others as the Superintendent determines.

5.2 The Superintendent will convene an interview committee with a representative from CUPE, PVPA, ADTU, and others as the Superintendent deems necessary. One seat of the interview committee shall be reserved for a trustee.

5.3 The interview committee will interview each candidate. Senior excluded staff and the trustee representative will invite representatives to individually provide feedback regarding the candidates. Trustees and senior staff will consider input from representatives. The committee will attempt to reach consensus. In the event there is no consensus the Superintendent shall determine the successful candidate.

5.4 Upon accepting an offer, at the next in-camera board meeting the Superintendent shall inform the board of the successful candidate. Following the in-camera the Board will make public the successful candidate.

6.0 SELECTION OF PRINCIPALS AND VICE PRINCIPALS - Including:

- District Principal
- Principals
- Vice Principals

6.1 The Superintendent or designate, in consultation with the school staff involved, will determine the qualifications. The Superintendent will determine the extent of advertising.

6.2 The Superintendent will determine a shortlisting process that will allow input by a representative of the CUPE, PVPA and ADTU and others as the Superintendent determines.



- 6.3 The Superintendent will convene an interview committee with a representative from CUPE, PVPA, ADTU, PAC, a teacher from the school staff and others as the Superintendent deems necessary. One seat of the interview committee shall be reserved for a trustee.
- 6.4 The interview committee will interview each candidate. Senior excluded staff and the trustee representative will invite representatives to individually provide feedback regarding the candidates. Trustees and senior staff will consider input from representatives. The committee will attempt to reach consensus. In the event there is no consensus the Superintendent shall determine the successful candidate.
- 6.5 Upon accepting an offer, at the next in-camera board meeting the Superintendent shall inform the board of the successful candidate. Following the in-camera the Board will make public the successful candidate.

7.0 SELECTION OF DISTRICT ADMINISTRATORS RESPONSIBLE FOR INDIGENOUS EDUCATION

- 7.1 The Superintendent will determine the necessary qualifications and the extent of advertising in consultation with local First Nations and Metis organizations.
- 7.2 The Superintendent, in consultation with local First Nations and Metis organizations, will determine a shortlisting process that will allow input by a representative of CUPE, PVPA, ADTU, representatives from the local First Nations and Metis organizations and others as the Superintendent deems necessary.
- 7.3 The Superintendent, after consultation with local First Nations and Metis organizations, will convene an interview committee with a representative from CUPE, PVPA, ADTU, representatives from the local First Nations (number to be determined by the Superintendent) and Metis organizations, and others as the Superintendent deems necessary. Two seats of the interview committee shall be reserved for trustees.
- 7.4 The interview committee will interview each short-listed candidate. The Superintendent, trustees and senior excluded staff and the representatives of the local First Nations and Metis organizations will invite other representatives to individually provide feedback regarding the candidates. The Superintendent, trustees, senior staff and representatives of local First Nations and Metis organizations will consider input from other partner representatives. The committee will attempt to reach consensus. In the event there is no consensus the Superintendent shall determine the successful candidate.
- 7.5 Upon accepting an offer, at the next in-camera board meeting the Superintendent shall inform the board of the successful candidate. Following the in-camera, the board will make public the successful candidate.