



**245 – RECRUITMENT OF SUPERINTENDENT,
ASSISTANT SUPERINTENDENT AND SECRETARY-TREASURER**

The Board of Education believes that in order to achieve and maintain the best possible education for all students in School District No. 23, the recruitment, appointment and retention of highly qualified, well-trained and educationally committed senior staff is essential.

In the Board’s recruitment and selection process for the positions of Superintendent, Assistant Superintendent and Secretary-Treasurer, the Board will, to the most reasonable extent possible, involve all partner groups in a consultative manner, and ensure that the opinions of each group are taken into consideration. In arriving at its final decision, the Board will generally work within the following framework.

1. The Selection Committee will be comprised of the Board supplemented by those individuals who the Board believes may be required to assist in the recruitment and selection process.
2. The Selection Committee may, with the approval of the Board, engage the services of an external professional to assist in the recruitment and/or selection process.
3. The Selection Committee will develop a candidate profile and job description and the process to be utilized for the particular recruitment and selection initiative. The profile, job description and process will be approved by the Board. The Selection Committee will, to the most reasonable extent possible, undertake a consultative process with all partner groups to ensure their recommendations are given due consideration.
4. The Selection Committee will prepare an advertisement, taking into consideration the profile, job description and the recommendations from partner groups. Positions will always be advertised externally as well as internally.
5. The Selection Committee will review all applications and will submit a recommended shortlist for the Board’s consideration. The Board will have access to all applications, whether they are on the shortlist or not, and will approve a final shortlist.
6. The Selection Committee will interview all finally approved short-listed candidates and recommend the successful candidate to the Board for approval.
7. The Board will finalize negotiations with the successful candidate and approve the contract.