

SECTION 2: BYLAWS/TRUSTEES/COMMITTEES

Policy 2.03: RECRUITMENT AND SELECTION OF THE DIRECTOR OF EDUCATION

Supporting Policies

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External Resources

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1.0 RATIONALE

The Board of Trustees is responsible for the recruitment and selection of the Director of Education who is the chief education officer, chief executive officer and secretary of the Algoma District School Board.

This governance policy establishes governing principles for a process by which the Board will recruit and select a candidate for the position of a director of education.

Algoma District School Board is committed to recruiting and employing a director of education who is highly qualified and who possesses outstanding leadership qualities.

The Board recognizes the importance of appointing a highly effective system leader to implement the work of the Board. The Board shall seek a director of education who promotes success for all students and staff members, open communication and positive community relationships.

2.0 DEFINITIONS

Board means the Board of Trustees.

Search Consultant means an executive search firm or individual retained by the Board to facilitate and advise the Board during the recruitment and selection process of a director of education.

3.0 POLICY

- 3.1** Algoma District School Board has a policy, Role of the Director of Education which is particularly relevant for the purposes of the recruitment and selection of a director of education. The policy describes the Board's expectations of the director. The role description highlights a commitment to student achievement and well-being. It states that the director must provide educational leadership; demonstrate effective system direction and planning; exhibit fiscal responsibility; and provide successful organizational and personnel management. The policy describes a director who establishes positive working relations with members of the Board, the staff, and community. In addition, the director is expected to engage in effective communications with all stakeholders to promote and protect public education within the district and the province.
- 3.2** The Board is committed to the establishment of a recruitment and selection process for the director's position, which captures the complexity of the workplace and provides practical, multi-criteria assessments of the degree to which the candidates possess the knowledge, skills and attributes of a successful system leader.
- 3.3** The Board is also committed to holding itself to high standards and continually stresses and reinforces the importance of confidentiality throughout all steps of the recruitment and selection process in order to preserve the integrity of the Board, the candidates and the search process from start to successful completion.
- 3.4** For greater certainty, in the case of an unplanned vacancy in the position of director of education and/or the need to appoint an interim director of education, the Board is not required to follow this policy.

4.0 Selection of Search Consultant

- 4.1** When it is known that the position of the director of education will become vacant, the Board will select a Search Consultant to assist and/or perform any of the duties related to the recruitment and selection process upon terms as specified by the Board, and to include the following key components identified below.

5.0 Duties of the Search Consultant

- 5.1** In consultation with the Board, the Search Consultant will prepare a candidate profile for the position of the director of education which will include the components of the Role of the Director of Education Board Policy, the key priorities of the Board for the new director

to accomplish and any other selection criteria and leadership competencies sought in the ideal candidate.

5.2 To ensure that the selection process considers local needs, the Search Consultant will gather information about the strengths of the system, challenges for the coming years, and the qualities and skills that are perceived as necessary for the director of education. This information will be brought to the Board's attention when preparing the candidate profile. Those to be consulted may include the senior team, trustees, employee groups, and the parent involvement committee.

5.3 The Search Consultant will be responsible for developing the following additional key components of the search process as well as any other duties assigned by the Board:

- a. develop a search strategy for candidate identification, including advertising and application requirements;
- b. ensure that all qualified Algoma District School Board employees are made aware of the search process;
- c. review all applicant resumes/applications and recommend to the Board a short list of candidates for the Board to consider and interview;
- d. develop an interview format and questions which must be consistent with all applicable Algoma District School Board policies regarding hiring and human resource practices, including all equity policies;
- e. training for the Board on the interview process to ensure a consistent, fair and equitable process;
- f. conduct reference and credential checks on all finalist candidates and prepare a detailed report for review by the Board; and
- g. provide support and assistance during the interviews of candidates and assist in the selection debriefing by the Board.

6.0 Duties of the Board

6.1 The committee of the whole Board will be responsible for the oversight of the recruitment and selection of the director of education, including the following key components:

- a. approve the candidate profile, and search strategy for candidate identification, including advertising and application requirements;
- b. develop the employment contract framework and parameters;
- c. approve a short list of candidates to be interviewed;
- d. approve the interview format and questions to be asked of candidates during the interview;
- e. attend any training sessions provided on the interview and selection process;
- f. review the Search Consultant's reference check report;
- g. conduct the interview of potential candidates and select final candidate to be recommended to the Board; and
- h. approve the final employment contract for the director of education and make a recommendation to the Board.

- 6.2** The Chair of the Board, with the assistance of legal counsel, will negotiate on behalf of the Board with the selected candidate to draft an employment contract.
- 6.3** A motion of the Board adopting the recommendation of the committee of the whole to approve the final employment contract of the director will be made.
- 6.4** A formal resolution appointing the successful candidate must be made by the Board.
- 6.5** The announcement of the appointment of a new director of education will be coordinated with the new director and a communications officer of the Algoma District School Board.