

RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes that the recruitment and selection of administrative personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes strong leadership and administration for the Society and school are essential to the effective and efficient operation of MECCS.

Specifically

1. The Board, in the case of the Superintendent, or the Superintendent or designate, in all other instances, will assume the sole responsibility for initiating the advertising process and will make reasonable effort to ensure that all current employees are made aware of staff vacancies.
2. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
3. The following process will be followed for the positions Secretary-Treasurer and School Principal:
 - 3.1 The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
 - 3.2 The Superintendent and a committee of all directors shall constitute the interview team. The Secretary-Treasurer may be invited to participate in the interviews for the principal.
 - 3.3 The decision will be made by consensus of the interview team.
 - 3.4 The candidates selected for Secretary-Treasurer or Principal must be satisfactory to the Superintendent.
 - 3.5 Each position shall have a role description and each person occupying one of the positions shall have a written contract of employment.
4. The Superintendent or designate is delegated full authority to recruit and select staff for all board office positions not including the senior administration level detailed above.
6. The Superintendent and the principal will recruit and select staff for all other school-based positions. The Secretary-Treasurer may be invited to participate in the selection of a vice-principal and any other positions within the scope of his/her responsibility.

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7. In the event of an unexpected or short-term vacancy, the Superintendent or designate may appoint an “acting Principal” or “acting Vice-Principal” without going through a formal selection process.
8. All offers of employment shall be conditional on the successful applicant providing a criminal records check and a Child Welfare Check that is acceptable to the Superintendent or designate. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

Legal Reference: Section 116, 117, School Act
 MECCS Society Bylaws – Approved December 1, 2008; Revised as
 requested by Service Alberta, February 12, 2009

Adopted: June, 2011
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