

**MOOSE FACTORY ISLAND  
DISTRICT SCHOOL AREA BOARD**

BOARD POLICY NO. GOV-12	
Approved	
Last Revised	
Board Motion	

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**SELECTION OF THE SUPERVISORY OFFICER**

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**1. PURPOSE**

Moose Factory Island District School Area Board is committed to recruiting and employing a supervisory officer 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 chief education officer/chief executive officer who promotes success for all students and staff members, open communication, and positive community relationships.

This policy provides Board direction for a process by which the Board will select a candidate for the position of supervisory officer.

**2. DEFINITIONS**

**Consultant:** Consultant refers to a support person who will act as a facilitator and advisor to the Board during the process of selection of a supervisory officer.

**Supervisory Officer:** For this district school area board, the supervisory officer fulfils the functions of a director of education as described in the *Education Act* and Regulations. The supervisory officer serves as the chief education officer and chief executive officer of the board. The role is limited to 30-40 days per school year.

**3. POLICY**

3.1 Moose Factory Island District School Area Board has a policy, Role of the Supervisory Officer, which is particularly relevant for the purposes of the recruitment and selection of a supervisory officer. The policy describes the Board's expectations of the supervisory officer. The role description highlights a commitment to student achievement and well-being. It states that the supervisory officer must provide educational leadership; demonstrate effective system direction and planning; exhibit fiscal responsibility; and provide successful organizational and personnel management. The policy describes a supervisory officer who establishes positive working relations with members of the Board, the staff, and community. In addition, the supervisory officer is expected to engage in effective communications with all stakeholders to promote and protect public education.

- 3.2 The *Ontario Leadership Framework* is a valuable resource for the selection process. The *Framework* describes the following practices that are considered essential to effective system leadership: improving core processes such as setting directions and accomplishing goals; creating supporting conditions by networking and aligning the work of the district; supporting professional leaders; supporting elected leaders; and building productive relationships. In addition, the *Ontario Leadership Framework* describes personal leadership traits and dispositions most likely to influence the effectiveness with which leadership practices are enacted. These include optimism, confidence, and resilience.
- 3.3 The Board is committed to the establishment of a selection process for the supervisory officer's position which captures the complexity of the workplace and provides practical assessments of the degree to which the candidates possess the knowledge, skills, and attributes of a successful system leader.

#### 4. BOARD EXPECTATIONS

##### 4.1 The Selection Committee

- a) When it is known that the position of supervisory officer will become vacant, the Board may select a consultant to assist in the screening and selection process. The consultant may be asked to perform any of the duties outlined in this policy, including checking the references and qualifications of applicants. Incumbent staff other than the outgoing supervisory officer shall not check references and qualifications of applicants.
- b) The Board will establish a selection committee to short-list the candidates to be interviewed by the Board. The selection committee shall consist of a majority of the members of the Board and will include the chair and/or vice-chair. The Board preference is for the involvement of all members of the Board in the selection process.
- c) To ensure that the selection process considers local needs, the Board will reflect upon the strengths of the system, challenges for the coming years, and the qualities and skills that are perceived as necessary for the supervisory officer. As part of this consideration, the Board may seek the views of trustees, the school principal, employee groups, and the School Council.
- d) The consultant or a designate of the selection committee is responsible for the in-service training of the committee as required to ensure a consistent and fair process.
- e) The selection committee will study all submissions from candidates in response to an advertisement about the position, ensure that references have been contacted, and select an appropriate number of candidates for further consideration.
- f) The Board will stress the importance of confidentiality and respect for all candidates throughout all steps of the process.

#### 4.2 The Board Interview

- a) Once the selection committee has ranked all internal and external applicants, it shall recommend an appropriate number of candidates for final consideration in an interview with the Board.
- b) All trustees of the Board will be involved in the Board interview for the supervisory officer's position.

#### 4.3 Final Decision

If a candidate is supported by a majority of the Board in Committee of the Whole, a recommendation will go to open session that the Board hire the candidate. The Board motion will include the length of term of the personal services contract of the new supervisory officer and the start date.

#### 4.4 Appointment of the Supervisory Officer

- a) Moose Factory Island District School Area Board will make a formal resolution in open session to appoint the candidate as Supervisory Officer and Secretary to the Board.
- b) The announcement of the appointment of the new supervisory officer will be coordinated with the new supervisory officer.
- c) The appropriate Ministry of Education officials will be advised of the appointment.

### REFERENCE DOCUMENTS

#### **Legal References:**

*Education Act, S 279 Duty of Board to Employ a Supervisory Officer*

*Education Act, S 283 Chief Executive Officer*

*Education Act, S 283.1 Additional Duties of Director of Education*

Ontario Regulation 309 Supervisory Officers

Ontario Regulation 521/01 Collection of Personal Information

*Criminal Code (Canada)*

*Municipal Freedom of Information and Protection of Privacy Act*

#### **Board References:**

Board Policy GOV-01: Vision, Mission, and Values

Board Policy GOV-02: Strategic Directions

Board Policy GOV-04: Role of the Supervisory Officer

Board Policy GOV-05: Delegation of Authority

Process Guide: Selection of the Supervisory Officer

#### **Resources:**

*Ontario Leadership Framework 2012*