

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

BOARD POLICY NO. GOV-18	
Approved	
Last Revised	
Board Motion	

PERSONNEL DECISIONS

1. PURPOSE

Moose Factory Island District School Area Board is committed to recruiting and employing system and school leaders who are highly qualified and who possesses outstanding leadership qualities.

The Board recognizes the importance of appointing highly effective educational leaders to implement the work of the Board.

This policy provides Board direction for a process for the selection of qualified individuals for these important roles.

2. POLICY

BOARD ROLE IN PERSONNEL DECISIONS

2.1 Supervisory Officer—Chief Executive Officer

2.1.1 The Moose Factory Island District School Area Board is committed to a selection process for the supervisory officer’s position which captures the complexity of the workplace and assesses the degree to which candidates possess the knowledge, skills, and attributes of a successful system leader. The selection process will follow Board Policy GOV-12 Selection of the Supervisory Officer.

2.1.2 This selection process involves all trustees of the Board in the Board interview for the supervisory officer’s position. The corporate Board is solely responsible for every aspect of the hiring process.

2.2 Other System Leaders

2.2.1 The supervisory officer or designate is responsible for the process of recruiting individuals to supervisory and management positions with the Moose Factory Island District School Area Board. The supervisory officer or designate shall invite, through the Chair, a number of trustees (number to be determined by the supervisory officer or designate) to participate in the hiring process as advisors.

2.2.2 The Business Administrator will be the designate when hiring system level personnel for non-teaching roles.

2.2.3 The supervisory officer or designate will make a recommendation to the Board concerning the hiring and assignment of individuals to supervisory and management roles. These individuals will not be hired, assigned, or reassigned without the approval of the Board.

2.3 The Principal and Vice-Principal

2.3.1 The supervisory officer is responsible for the process of recruiting qualified individuals to serve as the principal and vice-principal of Ministik School.

2.3.2 The Board will solicit the views of the School Council of Ministik School about the process and criteria applicable to the selection of the principal and vice-principal.

2.3.3 When hiring individuals for the positions of principal and vice-principal, the hiring committee will include the following:

- a) the supervisory officer of Moose Factory Island District School Area Board;
- b) another superintendent appointed by the supervisory officer;
- c) one trustee of the Board, approved by the Board to the hiring committee; and
- d) another educational leader [e.g. a representative from the Moose Cree Education Authority or a superintendent from another school board.]

2.3.4 The supervisory officer will make recommendations to the Board concerning the hiring of the principal and vice-principal who will not be hired without the approval of the Board.

2.3.5 When hiring a vice-principal, the principal will be added to the selection committee.

2.4 Teachers of Ministik School

2.4.1 The selection process for teachers will be conducted by the following:

- a) the supervisory officer of Moose Factory Island District School Area Board;
- b) the principal and vice-principal of Ministik School; and
- c) another educational leader [e.g. a representative from the Moose Cree Education Authority or a superintendent from another school board.]

2.4.2 The supervisory officer and hiring committee will make the final decision about the hiring of teachers and will provide the Board with information about the successful candidate(s).

2.4.3 These staffing decisions shall be made within the approved Board budget, staffing complements, and terms of the collective agreement.

REFERENCE DOCUMENTS***Legal References:***

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

Education Act, S 283 Chief Executive Officer

Ontario Regulation 298 Operation of Schools-General: Assignment and Duties of Principals, Vice-Principals, Teachers

Ontario Regulation 309 Supervisory Officers

Ontario Regulation 612/00 School Councils, paragraph 19 (1) 4: Selection of Principals, Vice-Principals

Ontario Regulation 521/01 Collection of Personal Information

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 and Key Priorities

Board Policy GOV-03 Role of the Corporate Board

Board Policy GOV-04 Role of the Supervisory Officer

Board Policy GOV-12 Selection of the Supervisory Officer

GOV-12 Process Guide: Selection of the Supervisory Officer

Administrative Procedure 435 Staff Recruitment and Selection

Resources:

Ontario Leadership Framework 2012