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## MOOSE FACTORY ISLAND DISTRICT SCHOOL AREA BOARD PROCESS GUIDE: SELECTION OF THE SUPERVISORY OFFICER

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### 1. INTENT

This Process Guide supports the governance policy of Moose Factory Island District School Area Board, Selection of the Supervisory Officer. This Process Guide provides direction and a detailed plan to support the Board's search for a highly effective system leader to implement the work of the Board.

The Board may choose to follow this process in whole or in part when selecting a candidate for the position of chief executive officer/chief education officer.

### 2. DEFINITIONS

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

### 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 chief executive officer. The policy describes the Board's expectations of the supervisory officer.
- 3.2 The Ontario Leadership Framework is another valuable resource for the selection process. The Framework describes in some detail the practices that are considered essential to effective system leadership. In addition, the Ontario Leadership Framework includes a section on personal leadership resources, providing the best current evidence about leadership traits and dispositions most likely to influence the effectiveness with which leadership practices are enacted.
- 3.3 The Board is committed to the establishment of a selection process for the position which captures the complexity of the workplace and provides 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 process guide, including checking the references and qualifications of applicants. Current staff other

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than the outgoing supervisory officer shall not check references and qualifications of applicants.

- b) The Board will establish an *ad hoc* 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, including the chair and/or vice-chair. The Board preference is for involvement of all members of the Board in the selection process.
- c) To ensure that the selection process considers local needs, the committee 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 supervisory officer. Those to be consulted may include the senior team, trustees, 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 consultant or selection committee may decide to prepare an advertisement including as many of the most desirable attributes aligned with the district consultation and the Board's policy, Role of the Supervisory Officer, as is reasonable to place in the advertisement. Any ad for the position must be approved by the selection committee.
- f) The committee will make every reasonable effort to ensure that any qualified Board employees are made aware of the selection process.
- g) The selection committee will, at its discretion, advertise externally in any location deemed appropriate by the committee. These locations may include a newspaper with at least province-wide circulation, and the Ontario Public School Boards' Association "Career Board" web site.

#### 4.2 The Screening Process

- a) Applications shall be submitted by letter with an attached résumé indicating experience, education, and references with the appropriate releases under the *Municipal Freedom of Information and Protection of Privacy Act*.
- b) Candidates may also be requested to submit a discussion paper of a length determined by the selection committee, indicating their understanding of the role of a supervisory officer, or other topic as determined by the committee.
- c) The selection committee will study submissions from candidates, ensure that references have been contacted, and select an appropriate number of candidates for further consideration.
- d) The Board will stress the importance of confidentiality and respect for all candidates throughout all steps of the process.

**4.3 The Board Interview**

- a) The selection committee shall recommend candidates for final consideration in an interview with the Board.
- b) All trustees of the Board, except the student trustee, will be involved in the Board interview for the supervisory officer's position.
- c) In preparation for the interview, the selection committee will review the achievements, skills, knowledge, and personal characteristics of each of the candidates to be interviewed.
- d) The consultant or selection committee will prepare interview questions that can be used to determine the suitability of the candidates for the role. The criteria must be consistent with the terms of Board policy, Role of the Supervisory Officer, and follow standard human resources practices.
- e) All candidates shall be asked the same questions. At the discretion of the chair of the Board who shall preside for the interviews, additional questions may be allowed to clarify a candidate's response.

**4.4 Final Decision**

- a) 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.
- b) The status of the contract will be noted in the motion. If a contract is not yet finalized, a later motion to accept the contract is required.

**4.5 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 carefully coordinated with the new supervisory officer and the communications officer of the board.
- c) The appropriate Ministry of Education officials will be advised of the appointment.

**REFERENCE DOCUMENTS**

***Legal:***

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

*Education Act, S 283 Chief Executive Officer*

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

Ontario Regulation 309 Supervisory Officers

*Municipal Freedom of Information and Protection of Privacy Act*

Ontario Leadership Framework 2012

***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

Board Policy GOV-12 Selection of the Supervisory Officer