

Recruitment and Selection of Personnel

The recruitment and selection of senior administrative personnel is a shared responsibility between the Gwynne Valley Rural Academy Charter Board (the “Board”) and the Superintendent.

The Board further believes strong leadership is essential to the effective and efficient operation of Gwynne Valley Rural Academy.

Guidelines

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent or Superintendent designate. This includes assuming the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current employees are made aware of staff vacancies.
2. The Board reserves unto itself the authority to establish senior central office administrative staff positions, in addition to those of the Superintendent and Secretary Treasurer, which are statutory positions.
3. Each of these established positions shall have a role description and each person occupying one of these positions shall have a written contract of employment.
4. The following process will be followed for the positions of Secretary-Treasurer and School Principal:
 - a. The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
 - b. The Superintendent and a committee of two Board Directors shall constitute the interview team. The Secretary-Treasurer may be invited to participate in the interviews for the principal.
 - c. The decision will be made by consensus of the interview team.
 - d. Each position shall have a role description and each person occupying one of the positions shall have a written contract of employment.
5. The Superintendent and/or Secretary-Treasurer will recruit and select staff for all board office positions not including the senior administration level detailed above, and will recommend the successful candidate to the Board for its approval.
6. The Principal, under the supervision of the Superintendent, will recruit and select staff for all other school-based positions, and will recommend the successful candidate to the Board for its approval.
7. In the event of an unexpected or short-term vacancy, the Superintendent or designate, may recommend the appointment of an “acting Principal” or “acting Vice-Principal” to the Board for its approval without going through a formal selection process.
8. All offers of employment shall be conditional on the successful applicant providing a criminal record check and a Child Welfare Information Services

(CWIS) check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

Legal Reference: Education Act Sections 198, 199, 200, 202-205, 222, 223, 225
Freedom of Information and Protection of Privacy Act; Societies Act, Section 9