

## **400 PROFESSIONAL STAFF HIRING**

### **Background**

The Division recognizes that one of its prime functions is the recruiting of competent professional personnel. To accomplish this task, the Superintendent shall determine the number of positions required and the level of training and experience required to staff those positions. Further, the Division desires to hire the best-qualified person for every position and, in the event that there exists a familial relationship between two or more staff, the appointment shall be made only if there is no immediate implicit or explicit supervision responsibility.

### **Procedures**

1. Vacancies which occur with respect to established positions shall be filled at the earliest possible date unless there is an administrative recommendation to not fill the position.
2. Vacancies which occur may be filled immediately by means of an acting appointment until such time as a replacement is named.
3. All candidates are subject to a Criminal Records Check and a Vulnerable Sector Check, prior to commencing employment. A Child Intervention (Welfare) Check may be required.
4. The appointment of Principals and Assistant Principal shall be the prerogative of the Superintendent. The Superintendent shall be responsible for arranging for selection procedures and shall inform the Board of such appointments.
5. The authority to appoint teachers and other professional staff to established positions shall reside with the Superintendent who shall be authorized to act on behalf of the Board.

### **References**

Section 33,52,53,55,68,196,197,198,199,203,204,205,222,225 Education Act  
Policy 12 – The Role of the Superintendent

### **History**

Developed: August 2003  
Amended: April 2020