



### POLICY

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The Hanover School Division Board of Trustees recognizes the importance of having a qualified and competent person in charge of the management of the school division. The Board acknowledges the importance of recruiting and appointing a Superintendent and Chief Executive Officer (CEO) who will effectively use his/her experience and expertise to collaborate, communicate and support the leadership of the Board, and fulfill the duties and responsibilities of the role as outlined in policy BB – The Role and Responsibilities of the Superintendent/CEO.

### GUIDELINES

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1. The person hired will serve as the primary educational leader, most senior operations manager, and the professional leader who will model, establish and implement practices and procedures that support the Vision and Mission statement of the school division and priorities of the Board.
2. The Board may seek external assistance in the recruitment of the Superintendent/CEO from the Manitoba School Boards Association, a professional independent consultant, or an executive recruiting agency.
3. In the event of the hiring of an external consultant or agency, the Board still carries the responsibility for all of the decisions made throughout the search process. Final selection of the Superintendent - CEO rests with the Board.
4. A majority vote of Board members present at a Board meeting is required for the appointment of the Superintendent/CEO.
5. Once appointed, an initial contract with the length of the contract, salary, and benefits as mutually negotiated and determined, will be presented for signature to the successful candidate.
6. Selection Process
  - 6.1. A Board review of the current divisional status and needs will be conducted.
  - 6.2. An exit interview with the retiring/departing Superintendent/CEO may take place to help assess the current status of the division in relation to the division's goals and Board priorities.
  - 6.3. The Board may seek input from a community survey and/or focus groups to gather input to help assess/determine divisional needs.
  - 6.4. The existing role and responsibilities for the Superintendent/CEO will be reviewed by the Board to ensure that the role description outlined in Board policy aligns with the authority and responsibilities required for the successful candidate to achieve the division's goals and Board priorities.
  - 6.5. Required or preferred qualifications and attributes for the successful candidate will be identified. Qualifications and attributes will include:
    - academic qualifications
    - demonstrated abilities
    - experience
    - personal qualities
    - professional attributes

6.6. A selection committee will be established to perform all board-determined tasks, excepting that of final selection of the Superintendent/CEO.

6.6.1. One of the trustees is designated the chair of the committee and serves as the Board's spokesperson on all matters relating to the recruitment and appointment of the Superintendent/CEO.

6.7. Advertising the Position

6.7.1. The committee will design an advertisement for the position.

6.7.2. The committee will decide on which newspapers and/or online media service publications/websites the advertisement will be placed, taking into consideration the effectiveness and affordability of where the ads may be placed.

6.7.3. The advertisement will be posted on the division's website.

6.7.4. The advertisement may also be sent to the office of the Manitoba Association of School Superintendents for distribution to its Manitoba members and to other associations of school superintendents across Canada.

6.7.5. All applications should be acknowledged upon receipt by the Chair of the selection committee. The applicants will then be advised of the board's search timelines and interview process.

6.8. The Interview Process

6.8.1. The names of all individuals applying for the position must be kept in strictest confidence by the Chair and by all who become privy to that information.

6.8.2. After the closing date of the receipt of applications, the selection committee will assess the applications and develop a short list of candidates to be interviewed.

6.8.3. Pre-interview data will be collected and a final list of candidates to be interviewed will be produced.

6.8.4. Candidates on the interview list are then invited to participate in a formal interview. An invitation is sent out to each candidate along with a comprehensive information package about the school division which could include: the divisional plan and Board Priorities, role descriptions, a most recent audited financial statement of the division, and a written statement about the interview procedures and expense reimbursement schedules.

6.8.5. All screening, short-listing and interviewing procedures must conform to existing legislation and standards of practice in areas such as human rights, labour relations, and privacy protection.

6.8.6. Each person asked to interview will be asked to sign a "release of information" waiver.

6.9. The entire Board of Trustees are expected to participate in the interviewing of all identified candidates with a minimum of seven trustees required.



## Recruitment of Superintendent/CEO

**Section B: School Board Governance and Operations Code: BBA**

- 6.10. The same interview format and the same set of questions, asked by the same person, should be used for all candidates to allow the board to demonstrate fair treatment of all candidates if a legal challenge or complaint arises.
  - 6.11. The interview should provide the board with information about each candidate's educational philosophy, beliefs and values, and leadership activity. Questions should address all the major areas of responsibility in the role description. All candidates should respond to questions about the perceived strengths and needs of the division, their knowledge of and commitment to board priorities, their leadership styles, and evidence of a strong personal and professional vision and priorities.
  - 6.12. The interview may include a general question about the candidate's comfort with the advertised salary range.
  - 6.13. The board may choose to conduct further interviews with the most promising candidate(s) that emerge from the initial interviews.
  - 6.14. Detailed questions regarding anticipated salary and benefits are to be avoided during the interview since these issues will be explored at a later time with the successful candidate.
7. Final Selection and Job Offer
- 7.1. Once the committee has decided on a suitable candidate, a final check of the candidate's references or additional references as requested by the selection committee will be conducted.
  - 7.2. The name of the candidate and all information gathered to date is presented to the full Board. The information will be assessed in the context of the established selection criteria and the needs and priorities of the division.
  - 7.3. After the final Board decision occurs, the successful candidate should be offered the position and the compensation package and all other contractual issues should be negotiated. Based on the outcome of these discussions, the board should extend a job offer in writing, including the remuneration package and all other contractual issues. Legal services may be used to complete this task to protect the interests of the board and the superintendent.
  - 7.4. The successful candidate shall confirm in writing acceptance of the job offer within a specified time period, and followed immediately by the signing of the contractual documentation.

### Legal References:

Additional Information:

Appendixes: