



## Section Two: School District Administration

*"Together We Learn"*

### 250 – DIRECTORS: SELECTION AND APPOINTMENT

#### Introduction

Directors are a part of the senior district administrative team and are responsible for the areas of Instruction, Human Resources and Operations.

The Board of Education recognizes the important role of Directors in ensuring the provision of quality educational programs to students. Therefore the Board believes the recruitment, appointment and retention of highly qualified, well trained and educationally committed Directors is essential. In arriving at its final decision on the appointment of a Director, the Board will generally work within the following framework.

1. The Superintendent of Schools/CEO (hereafter referred to as the "Superintendent") will develop a profile, job description and selection process for a Director's position and provide them to the Board for approval.
2. The Superintendent will prepare an advertisement, taking into consideration the profile and job description, which will be advertised externally as well as internally. In addition, the Superintendent will develop the shortlist of applicants who will be interviewed by the Selection Committee.
3. The Selection Committee, comprised of senior staff appointed by the Superintendent and two Trustees appointed by the Board Chair, will interview the short-listed candidates and recommend a candidate to the Board for consideration.