

AVON MAITLAND DISTRICT SCHOOL BOARD

BOARD POLICY #16

SELECTION OF THE DIRECTOR

Legal References: *Education Act Section 279 Duty of Board to Employ a Director of Education; Section 283 Chief Education Officer and Chief Executive Officer; Section 286, Duties of Supervisory Officers; Ontario Regulation 309 Supervisory Officers; Ontario Regulation 184/97; Teachers Qualifications: Part V Qualifications of Supervisory Officers; Freedom of Information and Protection of Privacy Act*

Avon Maitland District School Board recognizes the importance of appointing a highly effective system leader to implement the work of the board. When selecting a director of education, the board will seek a chief education officer/chief executive officer who will consider the needs of students as the key mission of the organization.

The board needs a director who will promote a commitment to students and to student learning, achievement and well-being. The director must provide educational leadership, and demonstrate fiscal responsibility, successful organizational and personnel management, and strategic planning. The director will provide system leadership, establish positive working relations with the board of trustees and maintain valuable communications with students, staff members and the community.

The director must uphold the Strategic Plan of the Board and the Board Improvement Plan for Student Achievement and Well Being (BIPSAW). The director will demonstrate leadership in attracting and retaining quality staff members. The director will develop effective communications with all stakeholders to promote and protect public education in the district and in Ontario.

Avon Maitland District School Board is committed to the establishment of selection procedures for the director's position, which capture the complexity of the workplace and provide practical multi-criteria assessments of the degree to which the candidates possess the knowledge, skills and attributes of a successful system leader.

Avon Maitland District School Board shall recruit and select a candidate for the position of director of education who is expected to exhibit strong, responsive, dedicated and knowledgeable administrative leadership for the district. The director of education will ensure effective and efficient use of board resources.

1. Preparation for the Selection Process

When it is known that the position of director of education will become vacant, the following preparations shall be made for the selection process.

- 1.1. The board will establish an *ad hoc* Director's Selection Committee. The Director's Selection Committee shall consist of all the trustees of the board. The chair of the board or designate shall chair the Director's Selection Committee. All meetings of the *ad hoc* Director's Selection Committee shall be in Closed Session.

- 1.2. The Director's Selection Committee shall consider the importance of maintaining objectivity during the process and will decide whether to hire an external consultant/recruiting firm. When making this decision the committee shall consider areas where it needs support during the process, such as advertising, reference gathering, and interview preparation. If the decision is made to use an external firm, a transparent, competitive mechanism shall be employed to determine the successful firm. If the committee uses such a firm they may ask the successful firm to perform any of the duties outlined in this policy. References below to the 'Selection Committee' can be read as 'Recruiter, in consultation with the Committee', where applicable.
- 1.3. Timelines for the various aspects of the process, including advertising, application deadline, short listing, interviews, reference check, decision and start date should be tentatively established by the Director's Selection Committee.
- 1.4. The Director's Selection Committee shall review the contract with the board lawyer, looking at the existing contract and gathering information on Ministry regulations and what is competitive to determine the parameters of the negotiations with the successful applicant.

2. The Screening Process

- 2.1. Applications shall be submitted by letter with an attached résumé indicating experience, education and references with the appropriate releases under the *Freedom of Information and Protection of Privacy Act*. In addition, candidates may be requested to submit a paper of approximately two typewritten pages indicating their concept of the role of a director of education, or other topic as determined by the Director's Selection Committee.
- 2.2. The Director's Selection Committee will study all submissions from all candidates, contact references as applicable, and select an appropriate number of candidates for further consideration. Selected external applicants may, at the discretion of the Director's Selection Committee, receive an on-site visit by members of the committee, if the distances involved make this feasible. The most appropriate candidates will be included in a short-list for further consideration.

3. Candidates Selected for an Interview

- 3.1. In preparation for the interview, the Director's Selection Committee will review the achievements of each of the candidates to be interviewed and contact references as appropriate. The Director's Selection Committee will also study the skills, knowledge and personal characteristics of the candidates as determined by the submissions and on-site visits, if such visits were made.
- 3.2. The Director's Selection Committee will prepare interview questions that can be used to determine the suitability of the candidates for the director's role. The criteria must be entirely consistent with the terms of Policy No. 3 Director of Education Job Description.
- 3.3. Final consideration will include an interview of all short-listed candidates and a review of all information gathered to date. The Director's Selection Committee will choose one of the candidates for the director's position if that candidate is supported by a two-thirds majority of the Director's Selection Committee.

4. Negotiations with Selected Candidate

- 4.1. Since all trustees on the board are involved in the Director's Selection Committee's decision to support the selected candidate, the candidate may be so informed, and negotiations over the contract begin. Time is given for the candidate to seek an outside opinion. Any changes are reviewed by the board lawyer.
- 4.2. The unsuccessful candidates are informed by the Director's Selection Committee. The Director's Selection Committee shall determine a method to notify the unsuccessful candidates.

5. Director's Selection Committee Decision

- 5.1. The Director's Selection Committee makes a recommendation to Avon Maitland District School Board in open session that the board hire the successful candidate.

6. Appointment of Director of Education and Secretary of the Board

- 6.1 The board of trustees resolves to appoint the candidate as Director of Education and Secretary of the Board.
- 6.2 The board motion shall include the start date.
- 6.3 The status of the contract is noted in the motion. If a contract is not yet finalized, a later motion to accept the contract is required.
- 6.4 The appropriate Ministry officials are advised of the appointment.