

REGULATION #7600.1 RECRUITMENT AND SELECTION OF SCHOOL DISTRICT ADMINISTRATIVE STAFF

The following procedures will be employed to ensure the Surrey Board of Education's objective of an effective and equitable process to secure the most qualified personnel for school district administrative positions:

1. CRITERIA

The screening, shortlisting and selection procedure for administrative vacancies will include:

- a) Consideration of criteria such as:
 - Training and professional or other qualifications.
 - Proven experience.
 - Demonstrated competence in leadership, including public and employee relations, communications and other skills.
 - Demonstrated initiative and potential for further advancement.
- b) Consideration of the needs of constituent groups which are to be described in position specifications for each administrative level or classification.

2. VACANCIES

When a vacancy exists or a new administrative position is proposed the immediate supervisor (which will be the board if the vacancy is for the superintendent of schools or secretary-treasurer) will review:

- Areas of responsibility, contacts and organizational role that has been expected of the position.
- Specifications of the position.
- Anticipated future demands, responsibilities, contacts and organizational role that might reasonably be expected.

And will also report any recommended changes. The supervisor concerned will also prepare a list of criteria, based on the class specification and other relevant requirements of the position, which will form the basis of the subsequent recruitment process, including advertising and interviewing procedures.

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This information will be provided to the board as an informational report which will afford the board the opportunity to offer comment or provide specific directions with respect to filling the vacancy.

3. ADVERTISING

All vacancies will be advertised excepting only where the board gives express consent to make a direct appointment. Such consent will be granted only where special or extenuating circumstances exist, and where the person concerned meets all appropriate criteria for appointment as set out in Section 1.

When a search is to be conducted, the vacancy will be advertised in such media and for such a period as may be necessary to ensure an adequate response of qualified, competent and available candidates.

4. SELECTION

4.1. Superintendent and Secretary-Treasurer

The board will screen applications, shortlist, interview and select the successful candidate for these positions.

4.2. Deputy Superintendent, Deputy Secretary-Treasurer and other positions requiring consultation with the Ministry of Education.

The superintendent of schools will be responsible for screening and shortlisting applicants. Interviews will be conducted and selections made by the board. The superintendent will also participate in the interview and selection process. Other members of senior administration may participate as determined by the board.

4.3. Other Administrative Positions

Subject to other directions from the board, the superintendent will be responsible for the selection process, and will advise the board of appointments.

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