

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 402 – Administration Recruitment and Hiring	
Related LCSD AP's		
Form(s)		
References:	<i>The Education Act, 1995</i> section 85, 87, 174 LCSD Board Policy Handbook, Policy 14 Recruitment and Selection of Personnel	
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Background

The Director of Education has been authorized by the Board of Education in Policy 14 – Recruitment and Selection of Personnel to be solely responsible for hiring all personnel.

Procedures

The Board further believes strong central leadership and administration at the Division level is essential to the effective and efficient operation of the school system.

1. The Director of Education, or designate, in all instances, will assume the sole responsibility for hiring Lloydminster Catholic School Division personnel.
 - 1.1 Authorizing the required position.
 - 1.2 Initiating the advertising process and ensuring all current Division employees are made aware of staff vacancies.

2. The following process will be followed for senior management positions:
 - 2.1 The Director shall be responsible for the creation of a short list of candidates for the positions.
 - 2.2 The Director and any individuals appointed by the Director shall constitute the selection committee.
 - 2.3 The selection committee will attempt to achieve consensus. In the event this is not possible, the Director must support the successful candidate or choose to re-initiate the advertising and/or selection process.
 - 2.4 These positions shall have a detailed role and responsibilities description.
 - 2.5 The Director shall negotiate and authorize a written contract of employment with the successful candidate.

3. The following process will be followed for in school administration positions:
 - 3.1 The Director, or designate, shall be responsible for the creation of a short list of candidates for the position.

- 3.2 The Director and/or any individuals appointed by the Director shall constitute the interview committee.
- 3.3 Selection of the successful candidate shall be at the sole discretion of the Director.
4. The following process will be followed for all “Teachers on School Division Assignment” positions:
 - 4.1 The Director, or designate, shall be responsible for the creation of a short list of candidates for the position in consultation with the immediate supervisor.
 - 4.2 The Director or designate and/or any individuals appointed by the Director or designate shall constitute the interview committee.
 - 4.3 The Director or designate, shall have sole discretion in the selection of the successful candidate.
5. In the event of an unexpected or short-term vacancy, the Director may appoint an “acting” in school administrator without going through a formal selection process.
6. The Division’s foundational statements shall be communicated to all new staff, who shall communicate agreement prior to hiring.
7. All offers of employment shall be conditional on the successful applicant providing a faith reference and a Criminal Record Check with Vulnerable Sector Check acceptable to the Director or designate. Additionally, the Director or designate may require documentation certifying that the candidate is medically fit for the position.