Greater Essex County District School Board

Policy: Recruiting and Hiring of the Director of Education

Reference No: P-GV-04

It is the policy of the Greater Essex County District School Board to recruit, hire and establish a personal services contract for the Director of Education in accordance with provincial legislation and Board regulations

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1.0 Management Consultant

For the position of Director of Education, the Board of Trustees may advertise externally, as well as throughout the GECDSB.

For the position of Director of Education, the Board of Trustees will secure the services of a management consultant.

The management consultant will assist in the development of the personal services contract for the Director of Education in consultation with board legal council.

2.0 Selection Process

All Trustees will be invited to participate in the selection process for the position of Director of Education.

Prior to the start of the selection process, training relative to the Ontario Human Rights Code, the Canadian Charter of Rights and Freedoms and the selection process shall be provided to all members of the selection team by qualified staff.

The selection process will be conducted by the Committee of the Whole and the consultant will facilitate the process.

2.1 Interview Process

All trustees will be invited to participate in the interview process. Any participating Trustee must commit to the entire interview process. If a trustee is not able to participate in the entire interview process, they are not able to vote on the appointment during the Committee of the Whole meeting.

Each member of the interview team shall keep notes, recognizing that at the conclusion of the interview process, all notes shall be collected by the interview team and maintained in strict confidence in the Office of the Director of Education for a period of one year.

At the conclusion of all the interviews, the management consultant shall facilitate an orderly discussion among all participating Trustees. The objective of the interview team will be to arrive at a consensus regarding the relative value of each candidate and a final ranking all candidates in order of preference for the position. If consensus cannot be achieved, voting will occur by secret ballot.

3.0 Final Selection and Personal Services Contract

Once all candidates have been ranked in order of preference, the Board of Trustees shall offer the position to the most highly ranked candidate with the understanding that the position shall not be

confirmed until approved by the Board at a Board meeting and a satisfactory personal services contract has been agreed upon by the candidate and the Board.

Board confirmation of the personal services contract confirms the hiring of the candidate. The Director's personal services contract is required to be approved by the Board.