

## **ADMINISTRATIVE GUIDELINE**

### **Title: Selection and Promotion Process for Supervisory Officers**

**Effective Date:** June 1, 2010  
**Revision Date:** March 1, 2021  
**Responsibility:** Director of Education

### **POLICY STATEMENT**

The Board recognizes its Supervisory Officers as effective leaders in curriculum and instruction / business services providing strong leadership in the school system. Supervisory Officers will make a positive impact on the school community in their roles as advocates for public education, and work collaboratively with staff to achieve Board Mission, Vision and Ends. Through clear, concise communication skills, supervisory officers will continually refine their understanding of the complexities of the system which will enable them to respond to system needs in a highly organized and professional manner. They will effectively manage human, physical and financial resources and excel at effective decision making, and problem solving, while demonstrating a sound knowledge base within their areas of expertise and maintaining a holistic view of the needs of the Near North District School Board.

All persons appointed to the position of Supervisory Officer shall hold a Supervisory Officer's Certificate and shall hold the required qualifications for the Province of Ontario. All persons appointed to the position of Superintendent of Program and Schools, shall have at minimum, seven years of successful teaching experience providing elementary and or secondary education, and shall be a member in good standing with the College of Teachers. Superintendents responsible for business operations of the Board shall hold qualifications as determined by the Education Act and/or required by the individual portfolio.

**REGULATION: Selection and Promotion Process for Supervisory Officers**

**1. Preparation for Hiring**

**1.1 Selection Committee**

The Selection Committee should, whenever practicable, consist of the Chair of the Board, the Indigenous Trustee, a Trustee with relative experience/knowledge, a senior HR official, a SO with relative experience/knowledge and the Director of Education or designates...

The Director or designate shall convene the Selection Committee as follows:

- 1) The Chair of the Board, the Indigenous Trustee, a Trustee with relative experience/knowledge, a senior HR official, a SO with relative experience/knowledge and the Director of Education or designates.
- 2) The Director of Education shall serve as Chair of the Selection Committee.
- 3) The Selection Committee shall strive for a balance among its members with respect to gender.

The Selection Committee members shall be:

- able to attend all meetings,
- familiar with Board Mission, Vision, and Governance Policies,
- familiar with Board procedures for hiring, and
- able to meet other criteria as identified by the Board.

**1.2 Posting of Positions**

All advertisements and postings are the responsibility of the Director of Education or designate. Specific information to be included in the advertisement/posting must be approved by the Director of Education and provided to the designated official who shall ensure that it meets the appropriate language requirements.

Positions shall be advertised in the Board's website and through appropriate organizations, including but not limited to the Ontario Public School Boards' Association, the Ontario Supervisory Officials' Association and the Ministry of Education and Training Job Registry. When deemed necessary, the Director of Education may choose to engage a third party agency to facilitate the recruitment process.

### **1.3 Selection Committee Meetings**

Before the selection process begins, an information session shall be arranged by the Director of Education or designate so that members of the Committee will become aware of and familiar with the provisions of the Ontario Human Rights Code and the Board's selection procedures.

The Director of Education shall be responsible for ensuring that adequate training is provided for Committee members.

## **2. Processing of Applications**

### **2.1 Criteria for Selection**

There are five major criteria for selection.

1. The candidate's **resume** reflects the individual's personal and professional commitment both in time and experience.
2. The candidate's **portfolio** reflects what is considered important by the candidate and provides relevant samples of work and projects accomplished.
3. The **interview** reflects the individual's ability to articulate thoughts and ideas.
4. The **performance appraisal** reflects how the individual performs within the educational setting.
5. The **reference checks** will be conducted prior to the interview.

The Selection Committee shall identify additional selection criteria.

### **2.2 Screening of Applications and Short-listing**

If there are more than five candidates, the Selection Committee may determine to short-list the candidates, based on this screening procedure.

All relevant documents and information on each candidate shall be provided to all members of the Selection Committee by the designated official. The Selection Committee shall initially screen applicants based on the application packages. Reference checks are the responsibility of the Director of Education. Reference checks shall be conducted prior to any decision to interview an applicant. Selection Committee members must declare conflict of interest with respect to any potential candidate.

### **3. Interview Process**

#### **3.1 Pre-Interview**

The Committee shall meet prior to the interviews to review any pre-interview information related to criteria of the candidates. The Committee shall review its role in the interview process. The Committee shall review all other information related to the interview as deemed necessary.

#### **3.2 Interview**

Each candidate shall be allotted approximately one hour for interview purposes. Each candidate shall be asked the same questions. There shall be a balance between theory and behaviour based questions. Additional questions may be asked by the interviewers for clarification of the candidate's answers to the questions, or the candidate's application package.

Each candidate shall be given an opportunity to ask questions or to make a concluding statement.

The questions asked, and specific information to be listened-for in the responses, shall be selected by the Selection Committee.

At the end of each interview and when all interviews have been completed, the members of the Selection Committee shall take sufficient time independently to review each candidate's application package and interview performance. Discussion pertaining to the application package and interview may take place.

### **4. Selection Process**

#### **4.1 Selection**

The Director of Education is responsible for leading the discussion.

The Selection Committee shall review all of the data collected during the selection process.

Members of the Selection Committee shall strive for consensus in the identification of candidates to be offered a position. The Director of Education shall employ a process designed to elicit all relevant data and viewpoints in the development of this consensus. When a candidate receives the support of the Selection Committee that candidate shall be recommended to the Board for appointment.

#### **4.2 Notification to Candidates**

The Selection Committee shall determine the successful candidate as soon as possible following the interviews.

The recommended candidate shall be notified by the Director of Education of the pending decision that will be forwarded to the Board for appointment.

The Director of Education shall present the recommendation to the Board for approval.

Appointments shall be confirmed only after the Board has approved the recommendations. At that time, the other short-listed candidates shall be notified by the Director of Education or designate by telephone of the Board's decision. The Director of Education shall also send a letter to the successful candidate confirming the appointment and the conditions of employment, and to the unsuccessful candidates confirming the result of the selection process.

The successful candidate shall provide a criminal reference check to the Board prior to the commencement of duties. Criminal reference check forms may be obtained at the local or provincial police departments.

**5. Follow-Up Procedures**

**5.1 Debriefing Candidates**

After the selection procedure has been completed, the Director of Education shall meet with the unsuccessful candidate(s) from within the Near North District School Board who wish further feedback. External candidates will also be offered a debriefing session either in person or by telephone.

**5.2 Collection of Information**

All materials, notes, and records utilized during the selection process shall be collected by the Director of Education for filing by the designated official in Human Resources, as per the *Municipal Freedom of Information and Protection of Privacy Act* guidelines.

**6. Timelines and Responsibilities**

Timelines for the following responsibilities shall be determined by the identified personnel:

Posting of positions <ul style="list-style-type: none"> <li>• internally</li> <li>• externally</li> </ul>	Director of Education and Human Resources
Formation of selection committee	Director of Education
Orientation meeting for selection committee	Director of Education and Human Resources
Final date for applications	Director of Education and Human Resources
Screening of applications and short-listing	Director of Education and Selection Committee
Interviews of candidates and of successful candidate(s)selection	Selection Committee
Approval of selection	Board of Trustees