



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GCD – RECRUITMENT AND SELECTION

The Rolling River School Division is committed to a recruitment and selection process that is fair, reasonable, consistent and accountable. The Division will follow a well-defined process that is similar for all recruitment and selection activities and is based on merit and qualifications. The Board of Trustees delegates to the Superintendent, the authority to employ and assign all employees except Senior Administration and School Principals.

The Superintendent will report the employment of staff to the Board in a Personnel Report to be included in each Board agenda as applicable.

The authority to employ and assign Senior Administration and School Principals shall rest with the Board who will do so by Board resolution.

1. A Board Committee will identify the process for recruitment and selection of Senior Administration positions.
2. An Ad-Hoc Trustee Committee including the Superintendent will coordinate and conduct School Principal recruitment and selection. Two trustees will be appointed by the Board to the Ad-Hoc Selection Trustee Committee. Local Parent Advisory Councils will be consulted regarding selection for School Principal positions.
3. In all other recruitment and selection, supervisory personnel will be responsible for conducting the recruitment and selection of staff. A minimum of two supervisory personnel will conduct the recruitment and selection process.

Listed below are representative Selection Committee membership for different Rolling River School Division jobs. The membership of these committees may change due to individual circumstances. The Superintendent may participate in any interviews or delegate additional or substitute selection committee members in interviews.

PROFESSIONAL

JOB	SELECTION COMMITTEE MEMBERS
Coordinators	Superintendent
Vice Principals	School Principal and Superintendent
Classroom Teachers	School Principal and Superintendent and/or Coordinator of Instruction, Curriculum, and Technology and/or Coordinator of Student, Clinical, and Pre-Kindergarten Services
Resource Teachers, Guidance Counsellors	School Principal, Superintendent, and/or Coordinator of Student, Clinical, and Pre-Kindergarten Services
Clinicians	Coordinator of Student, Clinical, and Pre-Kindergarten Services and Superintendent

SUPPORT STAFF

JOB	SELECTION COMMITTEE MEMBERS
Custodial	School Principal and Maintenance Supervisor
Educational Assistants	School Principal and Coordinator of Student, Clinical, and Pre-Kindergarten Services
Student Support Facilitators	School Principal and Coordinator of Student, Clinical, and Pre-Kindergarten Services
Career Preparation and Exploration Coordinators	School Principal and/or Vice Principal and Coordinator of Instruction, Curriculum, and Technology
Instructional Support Staff-other	School Principal and/or Vice Principal and Coordinator of Instruction, Curriculum, and Technology and/or Coordinator of Student, Clinical, and Pre-Kindergarten Services
Library Clerks	School Principal and/or Vice Principal and Coordinator of Instruction, Curriculum, and Technology
School Secretary	School Principal and/or Vice Principal and Secretary-Treasurer and/or Coordinator of Instruction, Curriculum, and Technology
Divisional Administrative Assistant /Clerk	Secretary-Treasurer and Accounts/Payroll Supervisor and/or Coordinator of Instruction, Curriculum, and Technology and/or Coordinator of Student, Clinical, and Pre-Kindergarten Services
Computer Technicians	Supervisor of Information Technology and/or Secretary-Treasurer and/ or Coordinator of Instruction, Curriculum, and Technology
Maintenance	Maintenance Supervisor and Secretary-Treasurer
Bus Drivers	Transportation Supervisor and Assistant Transportation Supervisor and/or Secretary-Treasurer
Mechanics	Transportation Supervisor and Secretary-Treasurer
Maintenance Supervisor	Secretary-Treasurer and Superintendent
Transportation Supervisor	Secretary-Treasurer and Superintendent
Accounts/Payroll Supervisor	Secretary-Treasurer and Superintendent
Information Technology Supervisor	Secretary-Treasurer and Superintendent

4. Permanent vacancies not filled by transfer or by re-hire of employees will be posted internally and advertised in the local paper and Brandon Sun. Other advertising and recruitment activities are at the discretion of the Superintendent (Teaching Staff) and Secretary-Treasurer (Support Staff).

5. Short-listing, interviews and selection decisions will follow a standard format throughout the Division.

6. Prior to an employment offer, supervisory personnel who coordinate the recruitment and selection process will submit a written report on the employment recommendation to the appropriate Senior Administrator.
7. The Superintendent will provide written approval of employment recommendations prior to supervisory staff making an offer of employment.
8. All offers of employment are subject to a satisfactory Criminal Record, Vulnerable Person/Sector and Child Abuse Registry Checks.
9. All letters of employment will be issued under the Secretary-Treasurer signature.

Date Adopted: October 4, 2001
Date Revised: October 19, 2006
Date Revised: November 15, 2011
Date Revised: June 20, 2018
Date Revised: October 5, 2022