

Policy: Recruitment of  
Superintendent/CEO  
Policy Number: BBA  
Policy Type: School Board Governance  
and Operations

The Hanover School Division Board of Trustees recognizes the importance of having a qualified and competent person in charge of the management of the school division. The Board acknowledges the importance of recruiting and appointing a Superintendent and Chief Executive Officer (CEO) who will effectively use his/her experience and expertise to collaborate, communicate and support the leadership of the Board, and fulfill the duties and responsibilities of the role as outlined in policy BB – The Role and Responsibilities of the Superintendent/CEO.

1. The person hired will serve as the primary educational leader, most senior operations manager, and the professional leader who will model, establish and implement practices and procedures that support the Vision and Mission statement of the school division and priorities of the Board.

Experience  
personal qualities  
professional attributes

- 6.6. A selection committee will be established to perform all board-determined tasks, excepting that of final selection of the Superintendent/CEO.
  - 6.6.1. One of the trustees is designated the chair of the committee and serves as the Board's spokesperson on all matters relating to the recruitment and appointment of the Superintendent/CEO.
- 6.7. Advertising the Position
  - 6.7.1. The committee will design an advertisement for the position.
  - 6.7.2. The committee will decide on which newspapers and/or online media service publications/websites the advertisement will be placed, taking into consideration the effectiveness and affordability of where the ads may be placed.
  - 6.7.3. The advertisement will be posted on the division's website.
  - 6.7.4. The advertisement may also be sent to the office of the Manitoba Association of School Superintendents for distribution to its Manitoba members and to other associations of school superintendents across Canada.
  - 6.7.5. All applications should be acknowledged upon receipt by the Chair of the selection committee. The applicants will then be advised of the board's search timelines and interview process.
- 6.8. The Interview Process
  - 6.8.1. The names of all individuals applying for the position must be kept in strictest confidence by the Chair and by all who become privy to that information.
  - 6.8.2. After the closing date of the receipt of applications, the selection committee will assess the applications and develop a short list of candidates to be interviewed.
  - 6.8.3. Pre-interview data will be collected and a final list of candidates to be interviewed will be produced.
  - 6.8.4. Candidates on the interview list are then invited to participate in a formal interview. An invitation is sent out to each candidate along with a comprehensive information package about the school division which could include: the divisional plan and Board Priorities, role descriptions, a most recent audited financial statement of the division, and a written statement about the interview procedures and expense reimbursement schedules.
  - 6.8.5. All screening, short-listing and interviewing procedures must conform to existing legislation and standards of practice in areas such as human rights, labour relations, and privacy protection.
  - 6.8.6. Each person asked to interview will be asked to sign a "release of information" waiver.
- 6.9. The entire Board of Trustees are expected to participate in the interviewing of all identified candidates with a minimum of seven trustees required.
- 6.10. The same interview format and the same set of questions, asked by the same person, should be used for all candidates to allow the board to demonstrate fair treatment of all candidates if a legal challenge or complaint arises.

- 6.11. The interview should provide the board with information about each candidate's educational philosophy, beliefs and values, and leadership activity. Ques!

