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The recruitment and selection of senior administrative personnel is a shared responsibility between the Charter Board and the Superintendent.

The Charter Board further believes strong leadership is essential to the effective and efficient operation of Calgary Girls Charter School.

**Specifically**

1. The Charter Board, in the case of the Superintendent, or the Superintendent or designate, in all other instances, will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current employees are made aware of staff vacancies.
2. The Charter Board has the sole authority to recruit and select an individual for the position of Superintendent.
3. The following process will be followed for the Secretary-Treasurer position:
  - 3.1 The Superintendent shall be responsible for the creation of a shortlist of candidates for this position.
  - 3.2 The Charter Board and the Superintendent shall constitute the interview team.
  - 3.3 The decision will normally be made by consensus of the interview team. The Superintendent will have the final choice.
  - 3.4 This position shall have a role description and the person occupying the position shall have a written contract of employment. The Superintendent is delegated full authority to determine contract renewals.
4. The Superintendent is delegated full authority to recruit and select staff for all Central Services positions other than the Secretary-Treasurer.
5. The following process will be followed for the appointment of candidates to the position of Principal:
  - 5.1 The Superintendent shall form a selection committee which will include the Charter Board Chair or alternate Director.
  - 5.2 The Superintendent will have the final choice.
  - 5.3 The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.

6. The Superintendent is delegated full authority to recruit and select staff for all other school-based positions.
7. All offers of employment shall be conditional on the successful applicant providing a criminal record check and a child welfare information services (CWIS) check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.
8. In the event of simultaneous vacancies in the positions of Superintendent and Principal, the Superintendent position will be filled first, utilizing the process described above.
  - 8.1 The Principal position will be filled subsequent to the selection of the Superintendent utilizing the process described above.
  - 8.2 In the event of an ongoing vacancy in the position of Superintendent, the Charter Board Chair will assume those responsibilities as outlined in clauses 5.1 and 5.2.

Reference:

Education Act, s. 52, 53, 68, 222, 223, 224, 225

Freedom of Information and Protection of Privacy Act