



ASD-W
Anglophone School District West

GOVERNANCE POLICIES

Policy Type	Governance Process
Policy Name	District Hiring Process
Policy Number	ASD-W-GP10
Effective Date: September 20, 2012	Revised: December 14, 2023

Policy:

Acknowledging the responsibility to provide quality education and to staff the organization with highly qualified and dedicated personnel, Anglophone School District West is committed to the selection of personnel on the basis of merit. To achieve this, the District Education Council monitors the recruitment process.

The District Education Council is responsible for hiring the Superintendent and the Superintendent is responsible for the hiring at all other levels of the organization. The District Education Council shall not participate in decisions or actions involving the hiring, evaluating, disciplining or dismissal of an employee other than the Superintendent, except as required by law.

The Superintendent shall ensure consistency in the recruitment process; a selection plan shall be monitored for the filling of each position. The selection plan shall be the basis for advertising the vacancies, screening applications, developing assessment methods, conducting selection interviews and ranking candidates. Procedures for recruitment for specific positions shall be in accordance with subsequent policies.

MONITORING:

Method(s)	Frequency	Month
• Council Self-evaluation	• 1 time per year	• December