

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

REGULATION SERIES 300 - ADMINISTRATION

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| R 304 | GENERAL ADMINISTRATIVE PERSONNEL |
| R 304.1 | Hiring of Management Personnel |

This Regulation accompanying Policy No. 304.1 specifies the process for hiring management personnel.

1. Responsibility for Hiring
 - 1.1 The Board is directly responsible for the selection of the Superintendent of Schools and the Secretary-Treasurer.
 - 1.2 The Board shall assign to the Superintendent the management of the selection process for those management staff reporting directly to him/her. These include Director of Instruction and Principals. Although not having a direct supervisory relationship, it also includes Vice-Principals.
 - 1.3 The Board shall assign to the Secretary-Treasurer the management of the selection process for those management staff reporting directly to him/her. These include the Director of Human Resources, the Assistant Secretary-Treasurer and the Director of Facilities and Services. Although not having a direct supervisory relationship, it also includes other finance and operations excluded staff.
2. Consultation
 - 2.1 An Ad Hoc Advisory Committee may be convened to provide advice in the selection and hiring of management personnel.
 - 2.2 Such an Advisory Committee if convened may include representatives of other administrative personnel, employee groups and educational partners directly impacted by the management person being hired.
3. Confidentiality / Freedom of Information and Protection of Privacy
 - 3.1 The Superintendent of Schools and/or the Secretary-Treasurer shall ensure that all participants in the process are aware of and indicate their agreement to adhere to the ethical and statutory requirements involved in hiring personnel.