



## **Policy 12 – Recruitment and Selection of Personnel**

### **Background**

The Board of Education of School District No. 36 (Surrey) (the “Board”) believes strong leadership and administration at the district and school levels are essential to the effective and efficient operation of the school system.

The Board recognizes the Superintendent as the Chief Executive Officer and is responsible for the recruitment and selection of personnel for the Surrey School District No. 36.

### **Process**

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
  - a. Superintendent Succession Planning
    - i. To ensure continuity of leadership, the Superintendent shall designate staff to assume responsibilities in the event of a short-term or extended absence.
    - ii. The Board Chair shall be informed of any such delegation.
2. District Leadership Positions
  - a. For the positions of Deputy Superintendent, Secretary-Treasurer and Chief Human Resources Officer, the Superintendent, in consultation with the Board, will develop the selection process.
  - b. The Superintendent is responsible for the selection process for Assistant Superintendent and Assistant Secretary-Treasurer.
    - i. Trustees may participate in the interview process.
  - c. At the recommendation of the Superintendent, the Board shall ratify the appointment of the Secretary Treasurer, Deputy Superintendent, Assistant Superintendent and Assistant Secretary-Treasurer.
3. The Superintendent is delegated full authority to recruit, select, assign, and reassign school-based leaders, including Principals and Vice-Principals.
  - a. Trustees may participate in the interview process.
4. The Superintendent is delegated full authority to recruit, select, assign, and reassign all other (management) staff within the limits of budget and legislation.

5. The Superintendent will keep the Board informed of management staff changes and any changes to the compensation and/or benefits structure.
6. The compensation package, including placement on the salary grid currently in effect, will be determined by the Superintendent in accordance with applicable compensation guidelines.
7. All offers of employment shall be conditional on the successful applicant providing a criminal record check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General) which is acceptable to the Superintendent.
8. All management positions shall have a written role description and the person occupying each of these positions shall have a written contract of employment in accordance with Board approved template contracts.

### **References**

*School Act*, R.S.B.C., 1996, c. 412.

Approved: June 10, 2026