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Staff Selection and Recruitment

Position	Responsible for Advertising & Applications to	Short listing & Reference checking	Interviewed by	Evaluated by
Superintendent	Board Chair	Chair and/or Ad Hoc Committee	Board	Board
Secretary Treasurer	Board Chair	Chair and/or Ad Hoc Committee	Board	Board
Co-ordinator of Student Services/Assistant Superintendent	Superintendent	Superintendent and/or Ad Hoc Committee	Board & Superintendent	Superintendent
Co-ordinator of Technology	Superintendent	Superintendent and/or Ad Hoc Committee	Board & Superintendent	Superintendent
Maintenance Transportation Supervisor	Secretary Treasurer	Secretary Treasurer and/or Ad Hoc committee	Board & Secretary Treasurer	Secretary Treasurer
Principals, Vice Principals	Superintendent	Superintendent	Board & Superintendent	Superintendent
Teachers	Superintendent	Superintendent & Principals	Superintendent, Principal, Trustee	Superintendent & Principals
Education Assistants, Support Workers	Co-ordinator of Student Services	Co-ordinator of Student Services & Principals, Resource Teacher	Co-ordinator of Student Services & Principal, Resource Teacher & Trustee-when available	Principal
Clinicians	Co-ordinator of Student Services	Co-ordinator of Student Services & Superintendent	Co-ordinator of Student Services, Superintendent & Trustee	Co-ordinator of Student Services
Division Office Staff	Secretary Treasurer	Secretary Treasurer	Secretary Treasurer & Trustee	Secretary Treasurer
Custodial Staff	Maintenance Supervisor	Maintenance Supervisor/Principal	Maintenance Super, Principal, Trustee	Principals
Bus Drivers Bus Garage Staff	Transportation Supervisor	Transportation Supervisor	Transportation Supervisor & Trustee	Transportation Supervisor
Maintenance Assistant	Maintenance Supervisor	Maintenance Supervisor	Maintenance Supervisor and Trustee	Maintenance Supervisor
Computer Technician	Technology Coordinator	Superintendent & Technology Coordinator	Superintendent Technology Coordinator Computer Comm. Member, Trustee	Technology Coordinator

The individual responsible for advertising each position is authorized to offer the position to the successful applicant as determined by the interview committee. The interview committee may be expanded in specific circumstances with the agreement of administrator(s) and committee members.