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GCF

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	Superintendent	Superintendent and/or Ad Hoc Committee	Board & Superintendent	Superintendent
Maintenance Coordinator	Secretary Treasurer	Secretary Treasurer and/or Ad Hoc committee	Board & Secretary Treasurer	Secretary Treasurer
Transportation Coordinator	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, Staff as designated by the Superintendent	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	Principal
Clinicians *	Co-ordinator of Student Services	Co-ordinator of Student Services & Superintendent	Co-ordinator of Student Services, Superintendent	Co-ordinator of Student Services
Division Office Staff	Secretary Treasurer	Secretary Treasurer & Superintendent	Secretary Treasurer & Superintendent	Secretary Treasurer
Custodial Staff	Maintenance Supervisor	Maintenance Supervisor/Principal	Maintenance Super, Principal	Principals
Bus Drivers Bus Garage Staff	Transportation Coordinator	Transportation Coordinator	Transportation Coordinator	Transportation Coordinator
Maintenance Assistant	Maintenance Coordinator	Maintenance Coordinator	Maintenance Coordinator	Maintenance Coordinator
Lead Computer Technician	Superintendent	Superintendent	Superintendent, Computer Comm. Member, Principal	Superintendent
Computer Technician	Superintendent	Superintendent & Lead Technician	Superintendent, Lead Technician, Computer Comm. Member	Lead Technician

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.

*While trustee will generally not be involved in teacher and clinician interviews, the Board reserves the right to appoint a trustee to any teacher or clinician interview committee.

23 Apr 96; Rev 26 June 01 (314); Rev 25 May 04 (190); Rev 9Nov 04 (79) Rev 01 Dec 10