## Administrative Procedure 200

## Personnel and Employee Relations

### RECRUITMENT AND SELECTION OF STAFF AND CONTRACTORS

### Background

The Board understands and acknowledges the important relationship between the quality of its staff and the success of students at STEM Collegiate. The Board shall employ staff members and engage contractors who are best qualified to meet the requirements of its charter and the educational needs of our students.

### Procedures

1. The recruitment, selection, appointment, and evaluation of the Superintendent shall be the responsibility of the Board, subject to approval of the appointment by the Minister of Education.
2. The recruitment, selection and appointment of the Secretary Treasurer and the Principal shall be the responsibility of the Board, in consultation with the Superintendent.
3. The recruitment and selection of all other positions shall be the responsibility of the Principal, in consultation with the Superintendent.
4. The Superintendent shall establish procedures for securing, at the time of hire, Police Information Checks and Vulnerable Sectors Checks for all employees and contractors.
5. At the discretion of the Superintendent, where information contained in a Police Information Check or Vulnerable Sector Check suggests conduct that brings into question the suitability of the individual, the employment or contract may be terminated.
6. All offers of employment or contract shall be made in accordance with the *Education Act* or other relevant legislation or regulations.

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