



BOARD POLICY No. GOV-07	
Adopted	March 25, 2014
Last Revised	
Review Date	
Board Motion	14-R37

SELECTION OF THE DIRECTOR OF EDUCATION

1. RATIONALE

This governance policy establishes governing principles for a process by which the Board will select a candidate for the position of Director of Education.

Rainbow District School Board is committed to recruiting and employing a Director of Education who is highly qualified and who possesses outstanding leadership qualities.

The Board recognizes the importance of appointing a highly effective system leader to implement the work of the Board. The Board shall seek a chief education officer/chief executive officer who promotes success for all students and staff members, open communication, and positive community relationships.

2. DEFINITIONS

Consultant: Consultant refers to a support person who may act as a facilitator and advisor to the Board during the process of selection of a Director.

3. POLICY

- 3.1 Rainbow District School Board has a policy, Role of the Director of Education, which is particularly relevant for the purposes of the recruitment and selection of a Director of Education. The policy describes the Board's expectations of the Director. The role description highlights a commitment to student achievement and well-being. It states that the Director must provide educational leadership; demonstrate effective system direction and planning; exhibit fiscal responsibility; and provide successful organizational and personnel management. The policy describes a Director who establishes positive working relations with members of the Board, the staff, and community. In addition, the Director is expected to engage in effective communications with all stakeholders to promote and protect public education within the district and the province.
- 3.2 The Ontario Leadership Framework is another valuable resource for the selection process. The Framework describes in some detail the following practices that are considered essential to effective system leadership: improving core processes such as setting directions and accomplishing goals; creating supporting conditions by networking and aligning the work of system; supporting professional leaders; supporting elected leaders; and building productive relationships. In addition, the Ontario Leadership Framework includes a section on personal leadership

resources, providing the best current evidence about leadership traits and dispositions most likely to influence the effectiveness with which leadership practices are enacted.

- 3.3 The Board is committed to the establishment of a selection process for the Director's position which captures the complexity of the workplace and provides practical, multi-criteria assessments of the degree to which the candidates possess the knowledge, skills, and attributes of a successful system leader.

4. BOARD EXPECTATIONS

4.1 The Selection Committee

- a) When it is known that the position of Director of Education will become vacant, the Board may select a consultant to assist in the screening and selection process. The consultant may be asked to perform any of the duties related to the selection process, including checking the references and qualifications of applicants. Current staff other than the outgoing Director shall not check references and qualifications of applicants.
- b) The Board will establish an *ad hoc* selection committee to short-list the candidates to be interviewed by the Board. The selection committee shall consist of a minimum of five trustees, including the chair and/or vice-chair. The Board preference is for involvement of all members of the Board in the selection process.
- c) To ensure that the selection process considers local needs, the Board will gather information about the strengths of the system, challenges for the coming years, and the qualities and skills that are perceived as necessary for the Director of Education. Those to be consulted may include the senior team, trustees, employee groups, and the Parent Involvement Committee.
- d) The consultant or a designate of the selection committee is responsible for the in-service training of the committee as required to ensure a consistent and fair process.
- e) The selection committee will study all submissions from candidates in response to an advertisement about the position, ensure that references have been contacted, and select an appropriate number of candidates for further consideration.
- f) The Board will stress the importance of confidentiality and respect for all candidates throughout all steps of the process.

4.2 The Board Interview

- a) Once the selection committee has ranked all internal and external applicants, it shall recommend an appropriate number of candidates for final consideration in an interview with the Board.
- b) All trustees of the Board, except the student trustee, will be involved in the Board interview for the Director's position.

4.3 Final Decision

If a candidate is supported by a majority of the Board in Committee of the Whole, a recommendation will go to open session that the Board hire the candidate. The Board motion will include the length of term of the personal services contract of the new Director and the start date.

4.4 Appointment of the Director

- a) Rainbow District School Board will make a formal resolution in open session to appoint the candidate as Director of Education and Secretary to the Board.
- b) The announcement of the appointment of the new Director will be coordinated with the new Director and the communications officer of the board.
- c) The appropriate Ministry of Education officials will be advised of the appointment.

REFERENCE DOCUMENTS

Legal:

Education Act, S 279 Duty of Board to Employ a Director of Education

Education Act, S 283 Chief Executive Officer

Education Act, S 283.1 Additional Duties of Director of Education

Ontario Regulation 309 Supervisory Officers

Municipal Freedom of Information and Protection of Privacy Act

Ontario Leadership Framework 2012

Board References:

Board Policy No. GOV-01 Vision, Mission, and Values

Board Policy No. GOV-02 *Strategic Directions for Rainbow Schools*

Board Policy No. GOV-06 Role of the Director of Education

Board Policy No. GOV-09 Delegation of Authority

Board Process Guide: Selection of the Director