

# Administrative Procedure 404

## Human Resources

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### STAFF SELECTION

#### BACKGROUND

The Charter Board delegates responsibility for the recruitment, selection, and appointment of staff to individuals who are best positioned to assess the qualifications, experience, competencies, and suitability required for specific roles within Westmount Charter School (WCS). Selection processes shall support the recruitment of highly qualified individuals and be conducted in a fair, transparent, equitable, and professional manner.

WCS is committed to recruiting and retaining highly qualified individuals who support student success and contribute to a safe and caring environment that fosters respectful and responsible behaviours, values diversity, and promotes inclusion and a sense of belonging.

#### PROCEDURES

1. The selection process shall be conducted in a fair, transparent, equitable, ethical, and professional manner and shall be based on the qualifications, experience, competencies, and suitability required for the position.
2. Under normal circumstances, notices of available positions shall be widely published to attract qualified candidates.
3. Information regarding applicants and the selection process, including the names of applicants, shall be treated as confidential and shared only with individuals directly involved in the hiring process.
4. The following general guidelines shall apply to this Administrative Procedure:
  - 4.1 Selection committees are advisory in nature and are established to assist in formulating recommendations for the individual or group responsible for making the hiring decision.
  - 4.2 Shortlisting:
    - 4.2.1 The selection committee shall have overall responsibility for the shortlisting process.
    - 4.2.2 The selection committee shall establish and apply criteria for identifying suitable candidates and determine the procedures to be followed in developing the shortlist.
  - 4.3 Interviews:
    - 4.3.1 The selection committee shall appoint a chair to coordinate and facilitate the interview process.
  - 4.4 Recommendations:
    - 4.4.1 Upon completion of the interviews, each selection committee member shall identify the candidate(s) they recommend for the position.
    - 4.4.2 Committee members shall discuss their recommendations and rationale in an effort to achieve consensus.
    - 4.4.3 The selection committee shall consider the degree of consensus reached in formulating its selection recommendation.
  - 4.5 Available positions, excluding Superintendent, Secretary-Treasurer to the Board (or Secretary to the Board and Treasurer to the Board), Human Resources Director, Principal, and Assistant Principal, may be filled internally through transfer or assignment when determined to be in the best interests of WCS.

Employee preferences shall be considered when making transfers or assignments.

- 4.6 Individuals participating in the selection process shall disclose any actual, perceived, or potential conflict of interest and may be excluded from participation where appropriate.

## **SELECTION PROCEDURES**

1. Superintendent

The Charter Board Human Resources Committee, comprised of Charter Board members, will shortlist and interview candidates. The Charter Board will make the selection.

2. Secretary-Treasurer to the Board or Secretary to the Board and Treasurer to the Board

The Charter Board Human Resources Committee, comprised of Charter Board members and the Superintendent, will shortlist and interview candidates. The Charter Board will make the selection.

3. Principal

The Charter Board Human Resources Committee, comprising Charter Board members and the Superintendent, in consultation with the Human Resources Director, shall shortlist and interview candidates. The Charter Board shall make the final selection.

4. Assistant Principal

A selection committee comprised of the Superintendent, Human Resources Director, and Principal shall shortlist and interview candidates. The selection committee shall recommend an appointee to the Charter Board for approval.

5. Teachers

A selection committee comprised of the Principal and may include the Superintendent shall shortlist and interview candidates. Additional individuals may be included in the shortlisting and interview process. The Principal shall recommend a candidate for hire to the Superintendent for approval.

6. School Support Staff

The Principal shall shortlist and interview candidates. Additional individuals may be included in the shortlisting and interview process, as appropriate. The Principal shall recommend a candidate for hire to the Superintendent for approval.

7. Central Office Support Staff

7.1 Human Resources Director

The Charter Board Human Resources Committee, comprised of Charter Board members and the Superintendent, shall shortlist and interview candidates. The Charter Board shall make the selection.

7.2 Other Central Office Staff

The Human Resources Director and the immediate supervisor of the position being filled shall shortlist and interview candidates. Additional individuals may be included in the shortlisting and interview processes, as appropriate. The Human Resources Director and the appropriate supervisor shall recommend a candidate for hire to the Superintendent for approval.

**Cross Reference:** AP-400 General Employment Policy  
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