



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

**Policy Name: Selection, Appointment and Evaluation
of the Director of Education**

Policy Code: B-1.11

Section: Board and Community

Established: May 28, 2024

Revised or

Reviewed:

1. POLICY STATEMENT

A fair and equitable selection process shall be used to identify the Director of Education. Such process shall be developed in compliance with the requirements of the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act.

Recruitment shall be conducted with a commitment to building a diverse workforce that reflects the diversity of the communities the Board serves. To further this commitment, recruitment strategy should include outreach recruitment tactics to diversify the applicant pool.

The hiring of a Director of Education is a key responsibility of the Board of Trustees. Each trustee has a duty to be actively engaged in the Director of Education selection process.

The operation of this policy will adhere to the principles in all policies and administrative regulations, with particular emphasis on Board Policy No. B-3.2, Equity, Diversity and Inclusion.

2. OBJECTIVE

The Kawartha Pine Ridge District School Board recognizes the importance of attracting and appointing quality candidates with particular focus on student achievement to the position of Director of Education.

3. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board of Trustees

The elected governance branch of the Board.

Designate

A person authorized to carry out certain and specific tasks on behalf of the Chairpersons, Vice-chairpersons, Director, or other employee, as appropriate.

Immediate Family Member

Includes, but is not limited to, spouse, parent, child, sibling, grandparent/grandchild, and/or in-law, foster, step, or family of choice equivalent as appropriate.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

4. APPLICATION

The process for appointment to the position of Director of Education and Secretary of the Board is included in this policy for use by the Board of Trustees.

5. RESPONSIBILITY

The Board of Trustees will be responsible for the appointment to the position of Director of Education and Secretary of the Board.

6. POLICY

6.1 Selection and Appointment to the Position of Director of Education and Secretary of the Board

6.1.1 By virtue of the provisions of the Education Act of Ontario, the position of Director of Education and Secretary of the Board reports directly to the Board of Trustees.

When a vacancy occurs or is anticipated in the position of Director of Education and Secretary of the Board, the Board of Trustees will hire a suitable replacement. Recruitment and selection will be undertaken in such a manner as to ensure:

6.1.1.1 the administrative and leadership needs of our Board are met,

6.1.1.2 advertising of the position to encourage a qualified pool of candidates,

6.1.1.3 a thorough selection process to match the job requirements with the knowledge, skills and abilities of the candidates, enabling identification of suitable candidates, and

- 6.1.1.4 establishment of the contractual relationship between the Board of Trustees and the successful applicant.
- 6.1.2 The Board of Trustees may employ the services of a recruitment consultant, where appropriate.
- 6.1.3 Under the direction of the Board of Trustees, the Chairpersons' Committee, with the assistance of the Chairperson, will be requested to assist the Board of Trustees by coordinating the recruitment and selection process, which will include:
 - 6.1.3.1 determination of, and assignment of, the responsibilities required for the recruitment process,
 - 6.1.3.2 advertisements in the provincial and/or national press, with the option of advertising in professional publications for education administrators,
 - 6.1.3.3 initial review and screening of applicants based on job requirements,
 - 6.1.3.4 scheduling of one or more series of interviews with selected applicants,
 - 6.1.3.5 compilation of a short list of selected applicants in such numbers as determined by the Board of Trustees,
 - 6.1.3.6 referral of the short list of selected applicants to the Board of Trustees,
 - 6.1.3.7 determination of the terms of the contract for the new Director, and
 - 6.1.3.8 those other duties deemed necessary by the Board of Trustees to permit the provision of a short list of selected applicants.
- 6.1.4 The Board of Trustees will interview the short list of selected applicants and may select one of the applicants as a successful candidate. If the interviews do not result in the selection of a candidate, the Board of Trustees may decide to continue recruitment activities until a successful candidate is selected.
- 6.1.5 The Board of Trustees will determine procedures for the announcement of the appointment.
- 6.1.6 Where applicable, the Board of Trustees will determine all matters related to the use of the services of a recruitment consultant.

6.1.7 Recommendation for approval of appointment to the position of Director of Education and Secretary of the Board will be made in a special report to the Board of Trustees.

6.2 Relatives of Board Members

It is the policy of the Board, in the recruitment of the Director of Education, to avoid situations where a trustee has decision making responsibility for such recruitment or appointment involving the immediate family member as appropriate. Accordingly, trustees may not participate in the process for such recruitment or appointment where a member of the immediate family is an applicant or candidate. However, a candidate shall not otherwise have their employment opportunity limited solely on the basis of their relationship with a trustee.

6.3 Evaluation of the Director of Education

The Director of Education's evaluation shall be conducted by the Director's Performance Appraisal Committee, as outlined in Ontario Regulation 83/24, Director of Education Performance Appraisal (O. Reg. 83/24). The timing of the evaluation cycle and the actions to be taken by members of the Director's Performance Appraisal Committee are described in O. Reg. 83/24, along with instructions for bi-annual feedback requirements, performance plan requirements and performance appraisal and ratings. A written summary will be presented to the Board of Trustees at an in-camera session.

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-3.2, Equity, Diversity and Inclusion](#)

[B-3.4, Accessibility for Persons with Disabilities](#)

8. REFERENCE DOCUMENTS

Legislation:

[Accessibility for Ontarians with Disabilities Act](#)

[Education Act](#)

[Director of Education Performance Appraisal](#)

[Human Rights Code](#)