



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES RECRUITMENT AND SELECTION OF SUPERINTENDENTS OF EDUCATION

Legal References

Hiring in the Huron-Superior Catholic District School Board (HSCDSB) is undertaken in accordance with the *Ontario Human Rights Code*; school district terms and conditions, both central and local; and the *Education Act* and all applicable regulations thereunder.

Qualifications and Merit

HSCDSB is committed to selecting the best-qualified applicant for each position within the board. The board is committed to ethical, fair, and transparent practices that focus on bona fide job requirements when hiring and promoting candidates. The selection of superintendents of education is based on a combination of qualifications, experiences, and/or skills candidates bring to the role, and differentiated evaluation criteria in a variety of different formats (e.g., resumes, responses to interview questions). The importance of hiring superintendents of education who exemplify and espouse Catholic values and principles cannot be overstated.

As permitted under Section 24(1) of the *Ontario Human Rights Code* and Section 29 of the *Canadian Charter of Rights and Freedoms*, hiring preference shall be given to all Catholic candidates for academic positions, including superintendents of education. In addition, such candidates must have successfully completed, as a minimum requirement, Religious Education in Catholic Schools, Part 1. Religious Education in Catholic Schools, Specialist, is preferred for all academic leadership positions.

A pastoral reference is required for all academic positions, including superintendents of education. HSCDSB reserves the right to request an additional, updated pastoral reference from applicants for positions of leadership and/or additional responsibility.

Diversity, Equity, and Human Rights

HSCDSB recognizes that any form of discrimination or oppression is incompatible with Catholic moral principles and is in violation of the *Ontario Human Rights Code*. HSCDSB recognizes that discrimination, prejudice, and oppressions can be related to any of the prohibited grounds as outlined in the *Ontario Human Rights Code*.

HSCDSB strives to ensure that all employment policies and practices are non-

discriminatory. The board is committed to the identification and removal of barriers for candidates from Indigenous and equity-seeking groups at each stage of the hiring process, within the context of the denominational rights of Catholic school districts. HSCDSB strives to achieve a diverse and representative workforce to meet the needs of its diverse student population.

HSCDSB is committed to a fair hiring process, which is free from any bias and/or conflict of interest. HSCDSB prioritizes and establishes, as available, diverse hiring and selection panels. It is understood that Policy 6021 – Conflict of Interest applies to the posting, shortlisting, interviewing, selection, hiring, monitoring, supervision, and promotion of all board employees.

Fairness and Transparency

In keeping with Catholic social teachings and our mission statement, a fair, equitable and consistent selection process and guidelines for the board and its employees in this process will be followed and monitored to ensure equal opportunity in recruitment, hiring, and promotion procedures.

To support a fair, consistent, and transparent process for candidates, the board will:

- Determine the bona fide or “legitimate” job requirements and qualifications and follow the requirements outlined in Regulation 298: Operation of Schools – General, which allows all school boards to provide the best possible education program for students.
- Ensure that the Human Resources (HR) Department is involved in the hiring process of all superintendents of education.
- Adhere to the process and criteria for hiring, as outlined in what follows.

Item	Detail
General Information	<p>For the purposes of this document, superintendents of education are senior leaders who report to the Director of Education and who are assigned to oversee multiple portfolios. These portfolios may include, but are not limited to, providing effective leadership, supervision, support, and representation to:</p> <ul style="list-style-type: none"> • A family of schools (e.g., all schools in the northern portion of the board). • One or more departments responsible for providing services to the board (e.g., Special Education Department, Information Technology Department). • One or more internal working groups and/or committees (e.g., Focus on Faith, Board Marketing, Joint Health and Safety). • One or more external working groups and/or committees (e.g., Local Immigration Partnership). <p>Superintendents of education also collaborate with the senior team regularly and engage in a variety of other activities on an as-needed basis, such as policy revision, management of parental concerns, and creation of ministry reports.</p>

Item	Detail
Recruitment Process	<p>When hiring superintendents of education, the board gives consideration to current academic employees; it may also give consideration to qualified external applicants. At a minimum, all superintendent of education positions are advertised on the board's website. The board reserves the right to advertise in the broader media and/or on other recruitment websites (e.g., Apply to Education, Indeed, OCSTA, ECCODE).</p>
Documentation Required	<p>The board currently requires all superintendent of education candidates to submit the following documentation:</p> <ul style="list-style-type: none"> • Cover letter and resume • Current Faith Reference Form (available on board's website) (i.e., less than two years old) • Three reference letters and/or names of professional references, with permission to contact them • Certificate of Qualification and Registration from the Ontario College of Teachers (if not yet issued, a Letter of Eligibility or Interim Certificate of Qualification may be submitted). Note: Religious Education in Catholic Schools, Part 1 is a required and minimum qualification for all senior administrator positions
Process Followed	<ul style="list-style-type: none"> • The Director of Education, in consultation with the senior team and board of trustees, will determine the need for a superintendent of education. Often, the need will arise out of a current superintendent vacating the position because of promotion, relocation, retirement, or other circumstance. • Postings will clearly identify qualifications (both required and preferred), as well as the location of the position. • All applications are summarized by the Executive Assistant to the Director of Education to include the following information: <ul style="list-style-type: none"> ○ Name ○ Qualifications – basic (e.g., Primary, Junior, Intermediate) and additional (AQ) courses ○ Updated Faith Reference Form ○ A column to indicate whether or not the applicant has the basic qualifications, in accordance with the posting • Applicants are short-listed, if necessary, by the Director of Education and the Manager of Human Resources, based on qualifications, merit, lived and work experience, skills, and backgrounds. • Short-listed applicants are contacted for an interview. • Interview teams consist of the Manager of Human Resources and all members of admin council, in order to represent a diversity of experiences and perspectives. • Interview teams may also include two trustees who express an interest and availability in participating in the interview process. Where more than two trustees express a desire to be on the interview panel, preference will be given to trustees whose personal and life experiences offer the panel alternative perspectives not otherwise well reflected in the members of the senior team attending the interviews (e.g., people of different races, colours, genders,

Item	Detail
	<p>cultures, ages, locations, socioeconomic statuses, family situations).</p> <ul style="list-style-type: none"> • Interview team members are required to declare a conflict of interest where applicable and an alternate representative may be substituted, where required. See the board's Conflict of Interest policy. • Interviews are conducted and include questions relevant to the posting. Interviews will include the following: <ul style="list-style-type: none"> ○ A prepared oral presentation on a relevant topic ○ Standard interview questions based on the board's Multi-Year Strategic Plan, Ontario Leadership Framework (2013), and/or other relevant educational documents ○ A written assignment • The interview team discusses each applicant and makes recommendations for hiring. • Reference checks are completed on candidates being considered for hire. • All successful and unsuccessful candidates are contacted. All related interview notes are retained in HR for three (3) years for further reference. • The Ministry of Education is made aware of the new hire. • Communication of successful applicants is made across the system and in the media. • Debriefings are offered to all unsuccessful interview candidates. The Director of Education provides constructive feedback to the candidates. • Since debriefings are intended for the applicant, third parties (e.g., family members, friends, advocates) are not permitted to attend, listen in on, and/or participate in them. Exceptions will be made for candidates who require a third party to be in attendance for accessibility reasons (e.g., an ASL interpreter). <p>NOTE: If the interview panel does not identify any suitable candidates, a further number of applicants will be selected from the short-list for interviews based on qualifications, merit, lived and work experience, skills, and backgrounds. Should there be no more applicants to select, the position may be reposted.</p>