



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 16: Selection of the Director

The Kenora Catholic District School Board recognizes the importance of appointing a highly effective system leader to implement the work of the board. When selecting a Director of Education, the board will seek a chief executive officer who is an authentic and effective Catholic leader. The board needs a director to be a committed advocate and guardian of Catholic education, and to provide educational leadership, fiscal responsibility, organizational and personnel management, and strategic planning. The director must support, and work with the board, the staff, the Church, the Catholic community and the community at large in the realization of the board's mission and vision.

The Kenora Catholic District School Board is committed to the establishment of selection procedures for the director's position which capture the complexity of the workplace, the unique features of Catholic education, and provide practical multi-criteria assessments of the degree to which the candidates possess the knowledge, skills and attributes of a successful Catholic system leader.

1. Preparation for the Selection Process

- 1.1. The Kenora Catholic District School Board shall select a consultant, using the board procurement procedure, to assist in organizing the screening and selection process. The consultant may be a local individual in whom the board has confidence or a past Catholic Director, or a member of a consulting firm that has experience in hiring senior management.
- 1.2. The Selection Committee shall consist of the entire board and the consultant.
- 1.3. The consultant is responsible for the in-service training of the selection committee and the board in all aspects of the selection procedures.
- 1.4. The consultant will be assigned a system level staff as a resource to work with through the selection process.
- 1.5. The consultant will work with Trustees to develop a detailed plan of action with a timeline.

- 1.6. The consultant will organize a consultation with a wide range of stakeholders, including the Bishop, local priests, trustees, parents, the Catholic Parent Involvement Committee, Senior Leadership Team, employee groups and others as necessary.
- 1.7. The Selection Committee shall decide on the most appropriate form of advertising for this position.
- 1.8. The consultant will prepare an advertisement including as many of the most desirable factors aligned with *Policy 3 Director of Education Job Description* as is reasonable to place in the advertisement.
- 1.9. The consultant will assume the responsibility for initiating the advertising process. The consultant will post the vacancy within the board, and will make every reasonable effort to ensure that all qualified current Kenora Catholic District School Board employees are made aware of the vacancy.
- 1.10. The board will advertise externally.

2. Candidates Selected for an Interview

- 2.1 Applications shall be submitted by letter with an attached résumé, and pastoral reference, indicating experience, education and references with the appropriate releases under the Freedom of Information and Protection of Privacy Act. In addition, candidates will be requested to submit a paper of not more than two typewritten pages indicating their concept of the role of a director of education.
- 2.2 The consultant will study submissions from all candidates, contact references and select the candidates for further consideration. The Selection Committee, on the advice of the consultant will determine the number of candidates to be interviewed.
- 2.3 In preparation for the interview, the Selection Committee will review the achievements of each of the candidates to be interviewed as well as the skills, knowledge and personal characteristics of the candidates as determined by the submissions.
- 2.4 The consultant will prepare interview questions that can be used to determine the skills, knowledge and personal characteristics of the candidate. The hiring criteria is as follows:

3. Hiring Criteria for the Director's Position

- 3.1** The director of education must demonstrate commitment to Catholic education as a practicing Catholic and to the Catholic faith and be baptized Catholic. He/She must demonstrate a continuing desire and effort to develop and foster in staff and students a Christian community based on the Catholic Faith.
- 3.2** The director of education is expected to display above-average competence in the following areas:
- a) Strong liaison with the Church;
 - b) commitment to students and student learning and achievement
 - c) educational and system leadership;
 - d) fiscal responsibility;
 - e) personnel management;
 - f) planning and management of policies, administrative procedures and strategic plans;
 - g) organizational management
 - h) director/board relations;
 - i) communications and community relations;
 - j) student, staff and district recognition/public relations; and
 - k) professional learning and faith development.

4. Selection Committee Decision

- 4.1** Final consideration will include an interview of all short-listed candidates and a review of all information gathered to date. The Selection Committee will select one of the candidates for the director's position if that candidate is supported by a clear majority of the Selection Committee.
- 4.2** Trustees on the interview panel must attend the entire process and must attend in person.
- 4.3** The consultant will coordinate the submission of necessary documentation to the Ministry of Education for approval prior to a motion being presented to the Board.
- 4.4** The chair will contact the Bishop prior to a motion being presented to the board.

- 4.5 The Selection Committee will make a recommendation to the Kenora Catholic District School Board in open session that the board hire the successful candidate following approval by the Minister of Education.
- 4.6 If there is a second suitable candidate the Board may consider this applicant in the event that the first refuses or is not approved.

Legal References:

Education Act S. 171 Powers of Boards; S. 283 Chief Executive Officer; S. 285 Responsibility of Supervisory Officer

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