




maximize the qualifications, experience and skills of those on the Senior Team, or may take place when there are no position vacancies in order to build capacity within the Senior Team.

- 3.3 Positions that become vacant, and that the Board intends to fill, will be recruited by an outside, third-party Executive Recruitment firm, selected using BPS procurement procedures; or the recruitment will take place internally under the leadership of the Superintendent of Human Resources and International Education. In the case of a vacancy in the position of Superintendent of Human Resources and International Education, the recruitment will be conducted by a third-party firm, or the Director of Education will conduct the recruitment with the assistance of senior Human Resources department staff.
- 3.4 Recruitment of staff will be conducted in a manner that is transparent, consistent, timely, fair and equitable and is free from nepotism, cronyism or any perception of bias.
- 3.5 All staff participating in the selection process have an obligation to disclose any real or perceived conflict of interest resulting from a relationship with a candidate prior to the selection process. All participants in the selection process will be required to sign a Confidentiality and Conflict of Interest Policy 423. A relationship is defined as any relationship of the staff member to applicants or their immediate family, whether related by blood, adoption, marriage, or common-law relationship and/or any relationship of an intimate and/or financial nature during the preceding five (5) years, and/or any other past or present relationship that may give rise to a reasonable apprehension of bias, including a friend or individual where nepotism may exist or be perceived to exist. All participants in the selection process will be required to sign a Confidentiality and Conflict of Interest attestation which will form part of the documentation of the hiring process.
- 3.6 Positions will be posted to internal and external candidates concurrently. Every effort will be made to advertise position vacancies in ethnic and alternative media to promote applications from candidates from under-represented communities. Advertisements should include a statement on the accommodation process and instructions for accessing those accommodations. Advertisements should also contain a statement regarding the development of a recruitment strategy. The recruitment strategy will be developed by the Superintendent of Human Resources in consultation with the Human Resources and Equity Officer.
- 3.7 It is understood that leadership in the York Catholic District School Board requires a significant degree of participation in the religious life of the school and board community, requiring incumbents whose lives exemplify the philosophy and values of Catholic education.
- 3.8 Selection will be based on demonstrated ability, skill, attitude, as well as demonstrated record of promoting Catholic education. These competencies will be outlined in the position advertisement. When two (2) or more candidates have been determined by the hiring panel to be relatively equal in accordance with the above criteria, and any others as determined by the hiring panel, the panel will select the candidate who self-identifies as a member of a historically under-represented group. All candidates will be provided with a means of self-identification as part of the hiring process. The self-identification process will be devised by the Superintendent of Human Resources and the Human Rights and Equity Officer.



3.9 A process for debriefing internal unsuccessful candidates shall be established so that it

- 5.5.2 Safe Schools
- 5.5.3 Curriculum and Assessment

6. 4

POLICY TITLE: APPOINTMENTS TO SUPERVISORY OFFICER POSITIONS

SECTION B: GUIDELINES

1. Basic Qualifications

1.1.



6. **Acting Positions**

Acting positions are used on an interim basis to replace an incumbent who temporarily vacates a position of responsibility.

6.1 **Selection and Appointment Process**

6.1.1 In the case of an acting position, the Director of Education, in concert with Senior Administration and the Superintendent of Human Resources and International Education, will have the authority to appoint a retired