



REGULATIONS

SUBJECT: Recruiting and Hiring the Director of Education

1. The Board may secure the services of an acceptable management consultant.
2. If the Board secures the services of a management consultant, the management consultant will assist in the development of the personal services contract for the Director of Education.
3. The Board may advertise provincially, as well as throughout the Lambton Kent District School Board.
4. Within a time period of 30 days from the date of the initial advertisement, Trustees will be presented with a selected short list of candidates who are fully qualified to assume the position. If such a list is not available to the Trustees within the time limit, the consultant or the Director, shall report to the Board.
5. All Trustees will be invited to participate in all interviews. Trustees who are able to attend will comprise the Selection Committee. Any Trustee who elects to participate in the interview process **must** commit to participating in all interviews.
6. The interview process will be facilitated by the consultant or the Director of Education. All interviews will be conducted in a fair and consistent manner and will be aligned with best hiring practices and the Ontario Human Rights Code.
7. At the conclusion of all of the interviews the consultant, or outgoing Director, shall facilitate an orderly discussion among Selection Committee members with the objective of arriving at a consensus regarding the selection of the Director of Education.
8. Once the candidate has been selected, the Chair and/or Vice-Chair of the Board, with the assistance of the consultant, will offer the position to the successful candidate. The position will be confirmed once:
 - a) approved by the Board at a Board Meeting and,
 - b) confirmation is received from the Ministry of Education that the person is eligible for the position and,
 - c) a satisfactory personal services contract has been agreed upon between the candidate and the Board.

Should the successful candidate and the Board fail to conclude a satisfactory personal services contract at the conclusion of the interviews, the position may be offered to another candidate.

9. A personal services contract shall be negotiated by the Chair and Vice-Chair with the successful candidate based on parameters established by the Board. Legal input may be obtained if necessary. Once the contract is agreed upon, the appointment of the Director of Education must be approved by Board Motion at a Board Meeting.
10. All Trustees' notes and paper work from the interview process will be collected and maintained in the office of the Director for a one-year period

Implementation Date: October 22, 2002

Reviewed: November 25, 2008

Revised: April 10, 2012, November 10, 2015, March 28, 2023

Reference: LKDSB Policy
Ontario Regulation 309, *Supervisory Officers*
Ontario Regulation 177 *Student Achievement and School Board Governance Act, 2009.*