



# Kawartha Pine Ridge District School Board

## Policy Statement

**Policy Name: Selection, Appointment and Evaluation of Superintendents**

**Policy Code: B-1.12**

Section: Board and Community

Established: June 18, 2024,

Revised or

Reviewed: November 26, 2024, April 22, 2025

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### 1. Policy Statement

Fair and equitable selection processes shall be used to identify and select the best candidate. Such processes 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 operation of this policy will adhere to the principles in all policies and administrative regulations, with particular emphasis on Board Policy B-3.2, Equity, Diversity and Inclusion.

### 2. Objective

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

### 3. Definitions

**Administrative Official**

For purposes of this policy, administrative official shall mean the positions of Director of Education and Secretary, superintendent, principal, vice-principal, manager or supervisor.

**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 positions of superintendent are included in this policy for use by the Board of Trustees and the Director of Education in filling vacancies for these positions.

**5.      Responsibility**

The Board of Trustees will be responsible for the appointment to positions of superintendent. The Director of Education will participate in the selection of superintendents alongside the Board of Trustees. Appointment to all other positions is the responsibility of the Director of Education or designate.

**6.      Policy**

**6.1      Selection and Appointment to the Position of Superintendent**

**6.1.1**

The Director of Education will be responsible for overseeing the selection process for positions of superintendent in consultation with the Board. The Board of Trustees is responsible for making the appointment.

**6.1.2**

When a vacancy occurs in any of the positions of superintendent, the Director of Education in consultation with the Board of Trustees will follow the procedures described below to hire a suitable replacement. Recruitment and selection will be accomplished in such a manner as to ensure:

**6.1.2.1**

meeting the needs of the particular position,

6.1.2.2

sufficient advertising to encourage a qualified pool of candidates,

6.1.2.3

a fair and equitable selection process to identify and select the best candidate, and

6.1.2.4

clarification of the contractual relationship between the Board of Trustees and the selected candidate, if applicable.

6.1.3

The Board of Trustees and Director of Education may employ the services of a recruitment consultant, where appropriate.

6.1.4

The Chairpersons' Committee and Director of Education will:

6.1.4.1

review and screen initial applications,

6.1.4.2

schedule interviews with selected applicants, for an individual process or for a Qualified Applicant's Pool process; and

6.1.4.3

plan the structure of the interviews, and

6.1.4.4

set the terms of the personal services contracts for all positions of superintendent.

6.1.5

The Director of Education will:

6.1.5.1

prepare data and materials required for the recruitment process,

6.1.5.2

arrange for advertising, and

6.1.5.3

consult with a recruitment consultant (if appropriate).

6.1.6

The Chairpersons' Committee and Director of Education will:

6.1.6.1

determine the responsibilities of staff in assisting with recruitment,

**6.1.6.2**

form a short list of superintendent candidates for interview, and final selection by the Board of Trustees and the Director, and

**6.1.6.3**

identify the successful candidate/s.

**6.1.7**

Appointments to the position of superintendent will be made in a special report to the Board of Trustees.

**6.2 Relatives of the Director of Education and Board Members****6.2.1**

It is the policy of the Board, in the recruitment to the Board of new employees, in making internal appointments, and in effecting internal transfers of employees, to avoid situations where the Director of Education or a trustee has decision-making responsibility for such recruitment, appointment, or transfer involving the Director of Education's or the trustee's immediate family as appropriate. Accordingly, the Director of Education and trustees may not participate in the process for such recruitment, appointment, or transfer 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 the Director of Education or a trustee.

**6.2.2**

It is the policy of the Board to avoid situations where an administrative official has direct supervisory responsibility for the administrative official's immediate family member as appropriate.

**6.2.3**

Where the immediate family member of an administrative official or a trustee is recommended for appointment as a new employee, or to a position of responsibility requiring the approval of the Board, the relationship shall be noted in the recommendation to the Board.

**6.3 Evaluation of Superintendents**

The Board requires the evaluation of progress made by staff toward established goals.

By October of each year, superintendents shall submit to the Director of Education their annual goals and objectives related to the superintendent's responsibilities based on the Board's current multi-year strategic plan, and priorities and performance goals in accordance with the portfolio. Evaluation of progress shall be conducted every second year. A documented summary of progress shall be filed in the Director's Office.

## **6.4 Succession Planning**

The Board supports the development and use of the Board's Succession and Talent Development Plan for all employee groups.

## **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](#)

[HR-1.0, Careers](#)

Administrative Regulations:

[HR-1.0.1, Recruitment, Hiring and Employment](#)

Other:

[KPR Mission, Vision and Values](#)

[KPR Strategic Plan](#)

## **8. Reference Documents**

Legislation:

[Accessibility for Ontarians with Disabilities Act](#)

[Education Act](#)

[Human Rights Code](#)

Other:

[Calls for Justice for Missing and Murdered Indigenous Women and Girls](#)

[Truth and Reconciliation Commission of Canada 94 Calls to Action](#)

[United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#)