

## YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> <b>Human Resources</b>	<i>Policy Number</i> <b>405A</b>
<i>Former Policy #</i> <b>418</b>	<i>Page</i> <b>1 of 7</b>
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**POLICY TITLE:     APPOINTMENTS TO SUPERVISORY OFFICER POSITIONS**

### SECTION A

#### 1. PURPOSE

The York Catholic District School Board recognizes the role qualified system leaders play in sustaining the system’s current success. In order to ensure that the best candidates for available positions are selected, it is essential that the selection process and parameters be transparent and applied consistently, in an equitable and bias free manner.

#### 2. OBJECTIVE

The York Catholic District School Board is an equal opportunity employer committed to providing an environment of diversity and employment equity and is dedicated to creating a workplace culture of inclusiveness that reflects the diverse communities that it serves.

#### 3. PARAMETERS

3.1 Supervisory Officers covered by this policy include those staff on the Senior Team of the Board, with the exception of the Director of Education. Positions include: Associate Director of Education, Superintendent of Education, Chief Financial Officer and Treasurer, Human Rights and Equity Advisor, Chief Information Officer and other senior positions as determined by the Director of Education.

3.2 The above positions may include but are not limited to board level portfolio assignments such as Exceptional Learners, Safe Schools, School Leadership and Curriculum and Assessment. These portfolio assignments are subject to change in accordance with Ministry of Education priorities, Board strategic priorities, new initiatives and funding. Changes to portfolio assignments may occur at the time positions are vacant in order to

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 participating in the screening or selection process, in accordance with the Board's 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 Board's commitment to equitable employment. These statements should be developed by the Superintendent of Human Resources in consultation with the board's Human Rights and Equity Advisor.
- 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 is provided in a consistent manner and documented in the recruitment file. External candidates may be given the courtesy of feedback upon request.

#### **4. RESPONSIBILITIES**

##### **4.1 Board of Trustees**

- 4.1.1 To review and approve the Appointments to Supervisory Officer Positions policy, as required.

##### **4.2 Director of Education**

- 4.2.1 To ensure compliance with this policy throughout the Board.

##### **4.3 Superintendent of Human Resources and International Education**

- 4.3.1 To administer the selection parameters and guidelines of this policy in a fair and equitable manner.
- 4.3.2 Through the Director of Education, to present successful candidates for positions of Supervisory Officer to the Board of Trustees as information.

#### **5. DEFINITIONS**

##### **5.1 Supervisory Officers**

- 5.1.1 Instructional Supervisory Officer positions: Associate Director, Superintendent of Education
- 5.1.2 Corporate Supervisory Officer positions: Chief Financial Officer and Treasurer, Superintendent of Human Resources and International Education, Superintendent of Facilities and Plant and Human Rights and Equity Advisor.

##### **5.2 Bias Free**

To be respectful and treat all candidates fairly and objectively regardless of any protected ground under the *Ontario Human Rights Code*. The procedures and parameters shall also be applied in a neutral, nondiscriminatory manner without distinguishing candidates on the basis of any of the protected grounds within the *Ontario Human Rights Code*.

##### **5.3 Cronyism**

The act of showing partiality to close friends or colleagues during the process of recruitment, interviewing, hiring or promoting employees

##### **5.4 Nepotism**

The act of showing favouritism or providing preferential treatment to a family member during the process of recruiting, interviewing, hiring or promoting employees.

Nothing in this policy will be interpreted in a way that interferes with the denominational aspects of the Board.

##### **5.5 System Portfolio**

Portfolio assignments that are subject to change in accordance with Ministry of Education priorities, Board strategic priorities, new initiatives and funding.

Examples of some system portfolios are:

- 5.5.1 Student Services, Exceptional Learners

- 5.5.2 Safe Schools
- 5.5.3 Curriculum and Assessment

**6. CROSS REFERENCES**

[Education Act](#) and Regulations  
[Ontario Human Rights Code](#)  
[Ontario College of Teachers Act](#)

YCDSB Policy 425 [Workplace Harassment](#)  
YCDSB Policy 613 [Equity & Inclusive Education](#)  
YCDSB Policy 423 [Conflict of Interest for Employees](#)  
YCDSB Policy 614 [Whistleblower](#)

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## POLICY TITLE: APPOINTMENTS TO SUPERVISORY OFFICER POSITIONS

### SECTION B: GUIDELINES

#### 1. Basic Qualifications

- 1.1. The basic qualifications for **all** Supervisory Officer Positions are:
  - 1.1.1 Completion of Ontario Supervisory Officer Qualifications. (Candidates without a Supervisory Officer Certificate may be considered in accordance with Ontario Regulation 309 (Supervisory Officers) made under the Education Act).
- 1.2. In addition to 1.1 above, **Instructional Supervisory Officers** require the following:
  - 1.2.1 Part III of the Religious Education Course (equivalency or commitment to completion of same or another approved program (ex. The Catholic Leadership Program offered at St. Michael's University of Toronto).
  - 1.2.2 A Master's degree that is an acceptable university degree (M. Ed or MA)
  - 1.2.3 A minimum of 13 years of successful experience in education, with seven years in a permanent teaching position, one year as a vice principal and five years in the position of principal.
  - 1.2.4 Participation as a member of a Catholic worshipping community as attested by a parish priest.
- 1.3. In addition to 1.1 above, **Corporate Supervisory Officers** require the following:
  - 1.3.1 Job specific degrees or professional certification / designations commensurate with the duties and responsibilities of the position (ex: Chief Financial Officer and Treasurer may require financial degree(s) and/or professional accountancy designation.)

#### 2. Exceptions to Basic Qualification Requirement

- 2.1 Candidates may be considered for the position without meeting the required qualifications in the event an insufficient number of qualified candidates have applied to the posting, and provided they make a written binding undertaking to obtain the required qualifications in accordance with [Regulation 309](#) under the [Education Act](#), within not more than two years. The Board must obtain the Minister's confirmation that the individual is eligible for any extension beyond the two years.

#### 3. Pre-Screening for Interview Selection

- 3.1 Applications should be screened based first on the basic qualifications for the position as indicated in the job posting/advertisement.
- 3.2 If the applicant pool remains too large to practically interview, further screening should be based on a set of documented criteria which should include how the applicant's resume reflects the competencies and previous experience as outlined in the posting. All screening criteria must be applied consistently to all applicants.
- 3.3 Every effort should be made to interview a diverse pool of applicants, including those who self-identify as members of historically under-represented groups. The Superintendent of Human Resources and International Education will scrutinize the candidates recommended for interviews to ensure that diverse candidates are included, whenever possible.

#### **4. Interview Process**

- 4.1 Interview panels for the selection of Supervisory Officers shall be racially diverse and include a person of each gender, where practical and possible. Panel members should include Supervisory Officers, the Director of Education and other staff as specified by the Superintendent of Human Resources and International Education or the third-party Executive Recruitment firm.
- 4.2 All Interview panel members will be provided with up-to-date training in the following areas:
  - 4.2.1 Anti-racism and bias-free interviewing practices;
  - 4.2.2 Systemic barriers in employment;
  - 4.2.3 Debriefing techniques for unsuccessful candidates.
- 4.3 Interview Guides will be prepared by the Executive Search Firm or Human Resources Department and will contain questions formulated to address the required competencies for the position. All questions will include 'look fors' and all Interview Guides will contain a scoring rubric. All candidates will be asked the same questions and scored by the panel based on consensus.
- 4.4 Competencies could include, but are not limited to:
  - 4.4.1 Dedication to Catholic education - a continuing desire and effort to develop and foster in staff and students a Christian community based on the Catholic Faith
  - 4.4.2 Demonstrated instructional or corporate excellence
  - 4.4.3 Leadership competencies (identifying barriers to inclusion, judgment, effective communication, collaboration, motivation, empathy, flexibility, dependability, resilience)
  - 4.4.4 Commitment to advancing human rights and equity in schools and in the community
  - 4.4.5 Commitment to lifelong learning and personal growth

#### **5. Appointment Process**

- 5.1 Once all candidate interviews have been scored the candidate with the highest score should be required to provide references. If more than one candidate is tied at the end of the interview process, reference checking can be used to assist with decision making and references can be checked for those candidates. A minimum of three (3) professional references, including the candidate's current immediate supervisor should be obtained. References should be checked by the Executive Search Firm, or the Superintendent of Human Resources and International Education, or designate. A Reference Check Form should be used to document responses. The references should include a check on leadership skills and job specific competencies.
- 5.2 If more than one candidate remains tied after references are checked, the candidate who self-identifies as a member of a historically under-represented group should be offered the position.
- 5.3 Positions should be offered by the Superintendent of Human Resources and International Education, or by the Director of Education.

## 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 Supervisory Officer to the acting position, or if necessary post the position as 'acting'.
- 6.1.2 Consideration will be made to appointing candidates from an approved short list, unless it would be disruptive to a classroom or school.
- 6.1.3 Upon return of the incumbent, the person appointed to the "acting position" would be guaranteed return to the position similar to the one held before the "acting position" commenced.
- 6.1.4 In the event that the incumbent does not return to the position, the position would be declared vacant at the end of the designated term and posted in accordance with these procedures.