



TCDSB Policy Register

Probationary and Permanent Appointments H.M.15

Policy

1. The Director of Education is authorized to make probationary appointments to approved positions below the level of deputy director.
2. Appointments to permanent status shall require the approval of the Board.

Regulations For Appointments to Positions Above the Level of Principal:

1. The Director of Education shall establish a Selection Committee, under the Chairmanship of the appropriate Deputy Director of Education, for any advertised position.
2. The Selection Committee shall determine the process of selection including interviewing of qualified candidates and preparing a short list of one or more candidates for consideration of the Director of Education.
3. Trustees are to be invited to attend all interviews of candidates for any one position of responsibility.
4. The Director of Education shall make the final selection for probationary appointment to an approved position below the level of Deputy Director of Education.
5. The Director of Education shall advise the successful candidate after the candidate's name has been received by the full Board.
6. The Director of Education shall make available copies of any completed application forms and resumes of all short listed candidates to any trustee at the Committee meeting in Private Session upon request and collect them afterwards. Trustees may also make an individual request to the Director of Education to view these completed application forms and resumes.
7. The Director of Education shall also make available at the above meeting a "profile" of the successful candidate.

BM p 248, Apr 87; BM p 188, Oct 86; BM p 104, Dec 79.