



**TITLE: SELECTION OF SUPERVISORY OFFICERS**

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**1.0 OBJECTIVE**

To demonstrate the Board's commitment to providing exemplary leadership for the Ottawa-Carleton District School Board through the selection of supervisory officers.

**2.0 DEFINITIONS**

In this policy,

- 2.1 **Board** refers to the Board of Trustees of the Ottawa Carleton District School Board.
- 2.2 **District** refers to the Ottawa Carleton District School Board.

**3.0 POLICY**

- 3.1 The Board is committed to providing the District with vibrant and meaningful leadership and demonstrates this commitment through the selection of supervisory officers who have the skills, knowledge and values to create and promote a high performance organization and optimum conditions for student success.
- 3.2 The selection of supervisory officers shall be fair, equitable, and transparent, and shall incorporate clearly identified supervisory officer selection criteria that demonstrate proven leadership qualities, a commitment to excellence in public education, and a commitment to fulfilling the mission, goals, objectives and policies of the Board.
- 3.3 The Board shall establish an ad hoc Selection Committee whose mandate shall be to recommend the selection of supervisory officers. Membership shall include:
  - a) three members of the Board:
    - i. The Chair or designate; and
    - ii. Two other trustees selected by the Board.

- b) and three members of senior staff:
  - i. The Director of Education; and
  - ii. Two others selected by the Director of Education.
- 3.4 Finalist candidates shall be required to provide professional references who can speak to their professional competencies, skills and personal attributes. References should be drawn from a variety of sources which might include supervisors, subordinates, peers, trustees, parents, and community members, as appropriate.
- 3.5 The Selection Committee will be responsible for submitting recommendations on appointments to supervisory officer positions to the Board for approval.

#### **4.0 SPECIFIC DIRECTIVES**

- 4.1 The Director of Education shall issue such procedures as may be necessary to implement this policy.

#### **5.0 REFERENCE DOCUMENTS**

*The Education Act, 1998, PART XI s. 283 (2), 278, 279, 284, 285, 286*  
*Ontario Regulation 309, PART I Qualifications of Supervisory Officers*  
*Municipal Freedom of Information and Protection of Privacy Act*  
*Ontario Human Rights Code*  
Board Policy P.006.HR: Delegation of Authority – Human Resources  
Board Procedure PR.641.HR: Selection of Supervisory Officers  
Ottawa-Carleton District School Board Mission Statement