

**Board
Report No. 21-021**

23 February 2021

Supervisory Officer – Selection Process and Committee

**Key Contact: Camille Williams-Taylor, Director of Education and
Secretary of the Board 613-596-8211 ext. 8219**

PURPOSE:

1. To seek approval to initiate the selection process for a supervisory officer position as provided for in the Ottawa-Carleton District Board's (OCDSB) Policy P.087.HR, Selection of Supervisory Officers.

CONTEXT:

2. Dorothy Baker, Superintendent of Instruction, has submitted notice of her intention to retire from the Board after a long and distinguished career in public education. Superintendent Baker's last day of work is scheduled for 30 June 2021.

The 2021-2022 approved budget provides for a senior staff complement of thirteen, including the Director of Education. There is no active eligibility list in place at this time from which to fill the anticipated vacancy. In order to fill the upcoming vacancy, it will be necessary to run a selection process for an academic supervisor officer as set out in Policy P.087.HR.Selection of Supervisory Officers.

In addition to finding a suitable candidate to fill the vacancy arising from Dorothy Baker's retirement, the competition will provide an opportunity to consider creating a confidential eligibility list of suitable candidates from which future appointments can be made in the event new vacancies arise over the next year.

KEY CONSIDERATIONS:

3. Selection Committee
The process for selecting supervisory officers within the OCDSB involves a selection committee that includes up to three members who play primarily an advisory role in supporting the Director of Education in the assessment of potential candidates. The three members of the Board include the Chair or designate, as well as two other trustees selected by the Board.

The members of the selection committee participate in all aspects of the selection process including: reviewing applications and developing a shortlist of candidates to proceed to the next phase; approving written assessments, interview questions and case study; participating in interviews; reviewing information obtained from references; and assisting the Director in developing a final recommendation to be made to the Board.

If the recommendation to proceed with a selection process is approved, the Board will need to appoint two trustees to join the Chair as part of the selection process during the public session of the Board meeting of 23 February 2021.

4. Selection Process and Criteria

Based on a review of timelines and process, staff anticipates the process to be completed in time for final decisions to be made at the June 2021 Board meeting so that the successful candidate can begin on a date to be mutually agreed prior to the commencement of the new school year.

In order to meet this timeline, recruitment, including the job posting, will begin in March with a job posting that would be circulated and posted to attract a broad pool of candidates, both internal and external, for consideration by the selection committee.

RESOURCE IMPLICATIONS:

5. There will be some costs associated with the selection process, for example, recruitment costs for posting the advertisement, and fees associated with engaging a third party to complete a thorough reference check of finalist candidates. These costs will be covered from within approved budgets.

COMMUNICATION/CONSULTATION ISSUES:

6. Consultation is not required for this purpose.

STRATEGIC LINKS:

7. Establishing a highly qualified and competent senior staff team is essential to the successful achievement of the District's goals and objectives; each member of the senior team plays an integral role in leading one or more District's initiatives in support of the strategic plan.

RECOMMENDATION:

- A. **THAT** the Board authorizes staff to proceed with initiating the supervisory officer selection process, including a job posting, as outlined in Report 21-021, effective immediately; and
- B. The following trustees be appointed to the Supervisory Officer Selection Committee: _____.

Camille Williams-Taylor
Director of Education/
Secretary of the Board