



# Regina Roman Catholic Separate School Division # 81

<b>Personnel and Employee Relations</b> <b>7270</b> <b>Promotion of Personnel to Positions of Added Responsibility</b>	<b>Administrative Application</b>	
	<b>Effective:</b>	January 27, 2015
	<b>References:</b>	ER-2 Treatment of Staff and Volunteers
	<b>Status:</b>	Operational

## Preamble

The Board believes that all staff demonstrates leadership; however, leadership through positions of higher responsibility requires specific skills, knowledge, and attitudes. Catholic administrative leadership is best characterized as service to Church, community, pupils, staff, parents, and parish, while recognizing the life and teachings of Jesus Christ as the model for all Catholic leaders.

The Board recognizes that the employment and retention of qualified staff in positions of added responsibility are essential for the delivery of high quality programs for pupils. Individuals in positions of added responsibility provide support and leadership for school division staff. They further enhance the school division vision, mission, and belief statements, and unity with teachings of the Church.

## Application

### 1. Advertising

Advertisements for positions of added responsibility shall be posted as the need arises which includes a job description and required and/or desired qualifications for the advertised position.

### 2. Application Requirements

Candidates qualified to apply for positions of added responsibility shall:

- a. Provide a reference from a priest or parish administrator. (valid for 2 years)
- b. Provide an updated resume.
- c. Provide updated professional references.

### 3. Interviews

If necessary, candidates can be shortlisted; not all applicants may be granted an interview. The candidate's understanding of and commitment to Catholic education will be a major factor in the interview process.

### 4. Selection Committee

The Director or designate shall be responsible for the establishment of a selection committee to assist with the selection of personnel to positions of added responsibility. This selection



committee shall:

- a. Be provided with the following interviewing session supports:
    - i. Questions relevant to the position of added responsibility.
    - ii. Rating scales appropriate for the position of added responsibility under consideration, for the scoring of candidates.
    - iii. Completed application forms for each candidate, with confidential references excluded.
  - b. Interview candidates chosen for the interview process, rate candidates based on the interview and resume, and in some cases an assignment may be considered.
  - c. Make recommendations to the Director regarding the appropriate candidate for the position of added responsibility.
5. **Outcomes of the Selection Process**  
All candidates shall be informed in writing of the results of the selection process. They may request a meeting for the purpose of debriefing.
6. **Consideration of Policies and Procedures**  
All negotiated policies and procedures related to the promotional process of C.U.P.E. members shall be respected and followed.
7. **Board Information**  
The Director or designate shall bring forward the decision for appointments to positions of added responsibility to the Board for information.