

# Toronto District School Board

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Policy P055

Title: **SUPERVISORY OFFICER SELECTION**

Adopted: February 3, 1999

Effected: February 3, 1999

Revised: September 25, 2003, March 24, 2004, February 6, 2015; **October 18, 2017**

Reviewed: March 2012; October 18, 2017

Authorization: Board of Trustees

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## 1.0 RATIONALE

This Supervisory Officer Selection Policy (the “Policy”) was developed in support of legislative requirements of the *Education Act*, including sections 170(1), 171(1), and 279, which govern the Board powers, duties and responsibilities with regard to employment of supervisory officers, principals, teachers, and other Board staff.

This Policy is aligned with the Board’s employment related policies, such as the Staff Changes Policy (P014) and the Employment Equity Policy (P029).

## 2.0 OBJECTIVE

To establish the Board’s commitment to the provision of exemplary leadership through the selection of its supervisory officers.

## 3.0 DEFINITIONS

*Board* is the Toronto District School Board, which is also referred to as “TDSB”.

## 4.0 RESPONSIBILITY

The Director of Education holds the primary responsibility for overseeing this Policy. Within the Director’s Office, the responsibility for the day-to-day management and coordination of the Policy is assigned to the Associate Director, Operations and Service Excellence and, subsequently, to the Executive Superintendent, Employee Services.

## 5.0 APPLICATION AND SCOPE

This Policy applies to all TDSB staff involved in selection of supervisory officers.

## **6.0 POLICY**

- 6.1. The Board is committed to providing the educational system with vibrant and meaningful leadership 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.
- 6.2. In order to prepare staff for promotion to supervisory officer positions, the necessary time and resources will be provided for leadership preparation.
- 6.3. A procedure for the selection of supervisory officers will be developed that is fair and equitable.
- 6.4. A qualified applicant pool will be maintained from which supervisory officers may be selected.
- 6.5. A procedure for the selection of supervisory officers will be developed and must incorporate selection criteria which demonstrate proven leadership qualities, a commitment to excellence in public education, and a commitment to fulfilling the Mission and Values of the Board.
- 6.6. The Director of Education, designated senior staff and Trustees will participate in interviews to determine the qualified Supervisory Officer Applicant Pool to be presented to the Board of Trustees for approval.

## **7.0 SPECIFIC DIRECTIVES**

The Director is authorized to issue operational procedures to implement this policy.

## **8.0 EVALUATION**

This Policy will be reviewed as required, but at a minimum every four (4) years after the effective date.

## **9.0 APPENDICES**

Not applicable.

## **10.0 REFERENCE DOCUMENTS**

Policies and Procedures

- Employment Equity Policy (P029)
- Mission and Values Policy (P002)
- Staff Changes Policy (P014)
- Supervisory Officer Selection and Transfer Procedure (PR516)

## Legislative Acts and Regulations

- *Education Act*, Part XI – Supervisory Officers
- Ontario Regulation 309, Supervisory Officers under the *Education Act*