

RECRUITMENT AND HIRING OF AAC EXECUTIVE DIRECTOR

Policy Number: HR-1	Approved: May 23, 2012 Updated: November 23, 2013 Revised: December 9, 2019 May 29, 2020	Scheduled Review: June of each fiscal year
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Introduction

Alberta Assessment Consortium provides service to the education community by

- advocating for sound classroom assessment practices by engaging in collaborative endeavors with AAC member jurisdictions and education partners;
- contributing to the building of assessment literacy in Alberta through action research and inquiry initiatives;
- developing a broad range of classroom assessment materials, directly aligned to Alberta curriculum, that address both formative and summative processes; and
- enhancing teacher/leader assessment capacity by providing opportunities for quality professional learning.

The AAC Board of Directors provides the governance structure to allow AAC to fulfil its vision, mission and mandate in service to its members. The Board of Directors delegates the day to day management of the Consortium to the Executive Director.

Purpose

This policy seeks to describe the knowledge, skills and attributes required by the AAC Executive Director; the terms of employment; and the processes used in recruiting and hiring for this position.

Policy

The responsibility for advertising, interviewing, and appointing the AAC Executive Director lies with the Board of Directors. The AAC Board of Directors will, based on published criteria, select the most competent individual for the job of Executive Director, will utilise an open and transparent appointment process, and will provide fair and appropriate terms and conditions of employment.

Required Knowledge, Skills and Attributes

The successful candidate for the position of AAC Executive Director will be cognizant of the vision and objectives of the consortium, be committed to bringing them to fruition in the interests of advancing student learning, and provide leadership in maintaining the integrity of the AAC. This position requires an educator who

- holds a minimum of a Master's Degree in Education or comparable graduate level studies;
- has demonstrated success in a school-based, jurisdiction or equivalent leadership role;
- has a deep understanding of the Alberta educational context and is able to advance the aims of the organization;

- understands the principles of sound assessment practice and is able to design and develop high quality assessment materials;
- understands the principles of adult learning and is able to design and present professional learning experiences; and
- is able to administer the affairs of the organization in an effective manner, specifically to oversee the financial and human resources.

Through prior experiences in educational leadership contexts, the successful candidate will have demonstrated the ability to

- communicate effectively (orally and in writing);
- foster a sense of team work;
- proactively resolve problems;
- work collaboratively with education partners; and
- think and act strategically.

Terms of Employment

Where possible, the position will be awarded as a full-time secondment. Where a secondment is not possible, the position could be awarded as a contract of employment.

- The terms and conditions of employment are contained in the secondment agreement or contract of employment that has been negotiated and signed by the Chair (or a person delegated to this role by the full Board of Directors) and the Executive Director.
- The secondment agreement or contract of employment outlines details of remuneration; benefits; vacation and other leaves; and evaluation and termination processes.
- In addition to the Required Knowledge, Skills and Attributes listed in the previous section, the specific job description for the AAC Executive Director will be attached as a Schedule within the secondment agreement or contract of employment.
- The secondment agreement or contract of employment will be created and/or reviewed by the AAC legal counsel to ensure compliance with applicable legislation.
- The AAC office is considered to be the primary place of employment for the Executive Director.

Procedures

- The decision to hire a new Executive Director should be made as far in advance as is practical in order to allow sufficient time to advertise and select a new Executive Director, and to provide for a sufficient transition period. The length of transition required will vary, depending on the successful candidate's familiarity with the operation of the organization, as well as the candidate's availability to assume the position.
- The decision to hire a new Executive Director may occur
 - at the request of the current Executive Director due to resignation or retirement; or
 - as a result of termination of the current Executive Director, whether for cause or without cause, as per the conditions stipulated in the secondment agreement or contract of employment.
- When a new Executive Director is to be appointed, the position will be advertised in order to attract the widest possible range of potential applicants. The requirement to advertise the position will apply only when it is necessary to hire a new Executive Director. When the current Executive Director's contract nears completion and based on a positive performance review, the Board of Directors may decide to extend the contract of the Executive Director, in which case the position would not be advertised and there would be no need for a selection process.

- The process of advertising, interviewing and short-listing for the position of Executive Director is the responsibility of a hiring subcommittee that will be set up by the Board of Directors for this purpose. After due deliberation, this committee will make a recommendation to the Board of Directors.
- References will be required as part of the application process and will be checked prior to offering a secondment agreement or contract of employment to the preferred candidate.
- The final decision for the appointment of the Executive Director is to be made by the full Board of Directors.

Responsibilities

It shall be the responsibility of the Board of Directors to

- determine the need to hire a new Executive Director, acting in accordance with existing policy and contractual agreements;
- strike a selection subcommittee to oversee the process; and
- respect the confidentiality of any information so designated.

It shall be the responsibility of each member of the Board of Directors to

- support the decision of the Board of Directors as a whole; and
- respect the confidentiality of any information so designated.

It shall be the responsibility of the Chair of the Board of Directors to

- ensure that the process is enacted in accordance with existing policy and procedures, including compliance with privacy legislation;
- ensure that references are checked prior to extending the offer of employment;
- extend the offer of employment to the successful candidate;
- communicate with the seconding school jurisdiction or organization in creating the secondment agreement or work with AAC legal counsel to create an offer of employment if a secondment is not possible;
- negotiate the terms and conditions of employment;
- communicate with AAC membership and education partners to announce the selection of the successful candidate; and
- provide sufficient resources to ensure a smooth transition of leadership.

It shall be the responsibility of the current Executive Director to

- provide information to the Board of Directors as requested;
- designate AAC office staff to provide confidential support for the logistics required during the process, such as communication, preparation of required materials, arrangements for meetings, and so forth;
- ensure that all records of the Consortium are up to date to facilitate a smooth transition; and
- respect the confidentiality of any information so designated.

Related Documents

- *Policy HR-2: Growth, Supervision and Evaluation of AAC Executive Director*
- *Policy HR-8: AAC Secondment Positions*
- *Policy HR-9: Growth, Supervision and Evaluation of AAC Seconded Educators*
- *AAC Bylaws (current)*

Authorization

[original signed]
Signature of Chairperson

Amber Darroch
Name of Chairperson

May 29, 2020
Date