

# Administrative Procedures 400

## Staff Recruitment and Selection



Adopted: June 28, 2011

Amended: December 15, 2022

### External References

- Education Act: Sections 85, 87, 174, 175

### Internal References

- BP 15 Staff Recruitment and Selection of Personnel
- AP 401 Criminal Records and Vulnerable Sector Checks

## Background

All personnel appointed to staff in the Division are to be of good character and possess competency in the skills required for their positions. It is understood that they have been hired to assist the Division in carrying out its vision, mission and goals in accordance with the Division's beliefs and guiding principles.

## Procedures

### 1. Recruitment of Personnel

- 1.1 The Director, or designate, is responsible for determining the process that will be used for filling vacant positions, with the exception of principal, in accordance with Board Policy 15 Recruitment and Selection of Personnel.
- 1.2 Vacant positions are to be advertised internally in the Division, and externally and in accordance with applicable collective agreements, or as needed.
- 1.3 Staff members are to be employed under the conditions of the applicable employment contract with the Division.
- 1.4 The Board will be notified of all leadership recruitment selections.
- 1.5 All offers of employment are conditional upon the receipt of a criminal records check and/or vulnerable sector check that is satisfactory to the Board.

### 2. School-based Administration and Teaching Personnel

- 2.1 The Director, or designate, is responsible for the recruitment of school-based administration and teaching personnel.
  - 2.1.1 The Principal hiring committee will consist of the Subdivision Trustee, School Community Council Chair, or designate, Superintendent of Education with responsibility for school operations and the Human Resources Manager, in accordance with Board Policy 15 Recruitment and Selection of Personnel.
  - 2.1.2 The Vice-principal hiring committee will consist of the Principal, School Community Council Chair, or designate, Superintendent of Education with responsibility for school operations and the Human Resources Manager.
  - 2.1.3 The Teacher hiring committee will consist of the Principal, Superintendent of Education with responsibility for school operations and the Human Resources Manager.
- 2.2 The Principal, under the supervision of the Director, or designate, is responsible for placing and assigning teachers to specific teaching duties in the school.

- 2.3 In addition to the duties of a teacher as prescribed in The Education Act, teachers are to perform those professional duties assigned by the Principal.
- 2.4 In all cases, the needs of students, the abilities/qualifications of the teacher and the job description are to be matched as closely as possible.
- 3. Division Office Personnel
  - 3.1 The Director, or designate, is responsible for the recruitment and selection of Division Office Personnel in accordance with Board Policy 15 Recruitment and Selection of Personnel.
- 4. Support Staff – School-Based
  - 4.1 The Human Resources Officer and Principal are responsible for recruitment and selection of school-based support staff.
  - 4.2 The Facilities Manager, or designate, will participate in the recruitment and selection of caretakers and maintenance staff.
- 5. School Bus Drivers
  - 5.1 The Human Resources Officer and the Transportation Manager, or designate, are responsible for the recruitment and selection of school bus drivers.