

## **STAFF RECRUITMENT AND SELECTION**

### **Background**

The Division shall employ individuals best qualified to meet the diverse needs of students and the school division and maintain high standards of excellence.

### **Procedures**

1. The Director or designate is responsible for all staff recruitment and selection not covered by Board Policy 15.
2. The Director or designate shall coordinate staff recruitment and selection in a collaborative manner with those involved in the decision making process.
3. The recruiting program shall maintain positive public relations, the good reputation, and the standards of excellence of the Division.
4. Recruitment of Professional Staff
  - 4.1 Schools and departments shall advise the Director or designate of staffing requirements.
  - 4.2 The Director or designate is responsible, where appropriate, for posting and advertising available positions upon review of the current job description. Positions that become vacant shall generally be advertised.
  - 4.3 The Director or designate is responsible for the development of recruitment plans that adhere to applicable legislation and collective agreements.
    - 4.3.1 Teachers returning from sabbatical leave or leave of absence will be given priority in teacher placement.
    - 4.3.2 Teachers who become redundant will be given special consideration for suitable positions which become available.
    - 4.3.3 Teachers may indicate their preference for a transfer to another school or teaching area. Requests for transfers submitted in writing to the Director or designate will be considered along with applications from other candidates and the same procedures for selection will apply equally to all candidates.
  - 4.4 The Director or designate is responsible, in consultation with those involved in the decision making process, for ensuring the use of the appropriate contract.
5. Recruitment of Paraprofessional Staff
  - 5.1 All new educational assistants, administrative assistants and library technicians hired will have the appropriate training or be working towards training.

- 5.2 Paraprofessionals hired on a permanent contract who do not have the appropriate training must be registered and enrolled in an appropriate training course by a Board recognized training institution prior to the completion of their probationary period.
  - 5.3 If an employee fails to register in an appropriate training course prior to the completion of their probationary period, consultation with the employee and the Union to discuss the options available shall take place.
  - 5.4 An employee will have four years from their date of hire to complete appropriate training as indicated in Clause 5.2. If an employee fails to complete the training program prior to the four year anniversary date, consultation with the employee and the Union to discuss the options available shall take place.
6. Selection
- 6.1 Interview panels may be used in the selection process.
  - 6.2 Successful candidates will be recommended to the Director or designate.
  - 6.3 The Director or designate will be responsible for making verbal offers of employment and ensuring unsuccessful candidates who were interviewed are contacted.
  - 6.4 All employment offers and/or contracts shall be confirmed in writing over the signature of the Director or designate. All appointments shall be to the employment of the Division and not to a specific school.
  - 6.5 All offers of employment shall be conditional upon receipt of a criminal record check, verification of required qualifications, and where deemed appropriate, a current medical report by a qualified medical doctor verifying that the prospective staff member meets any fitness for work criteria. Documentation shall be provided to the Director or designate within the timelines requested and must be obtained at the expense of the prospective staff member.

Legal Reference: Section 85, 108, 109 Education Act  
Forms Manual: Form 400-1

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