



## **1.0 POLICY**

- 1.1 The Board believes that an effective instructional program is determined by the quality of its staff.
- 1.2 In order to support the priorities approved by the Board, the Board will establish staffing parameters for the development of school program plans.
- 1.3 The school principal is responsible and accountable for staffing plans at the school level based on student and program needs and according to the resources available to the school.
- 1.4 The Board's aim is to retain the best employees and to place them to the advantage of the school system, the employee and the students concerned.
- 1.5 The Board recognizes that mobility is beneficial to staff members, schools, and the School Division. Mobility provides staff with a growth opportunity through a change in setting.
- 1.6 The Board delegates the responsibility for staffing to the Superintendent.
- 1.7 The Board recognizes that only professional staff who hold a valid Alberta Teaching Certificate, as required by The School Act, shall be employed as teachers within the Division.

## **2.0 GUIDELINES**

- 2.1 School staffing, professional and support staff, will be determined by the school principal, in consultation with the Superintendent or designate.

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References: *Admin Practice(s):* HRM 11 – Hiring of Substitutes for Support Staff  
HRM 17 – Hiring Summer Staff – Learning Centers  
HRM 18 – Staffing Procedures  
HRM 20 – Multiple Employment Positions  
HRM 23 – Documentation Required at Time of Hiring  
HRM 26 – Selection of Professional Staff (Non-Administrative)  
HRM 28 – Selection of Custodial, Caretaking and Maintenance Staff  
HRM 40 - Professional Staff Mobility  
HRM 45 – Continuous Teaching Contracts

*School Act: 104*