



## HUMAN RESOURCES MANAGEMENT 25 – Selection of School Support Staff

Date: March 25, 2003

Responsible Administrator: Associate Superintendent; Human Resources

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### 1.0 RATIONALE

School support staff play a vital role in supporting teaching and learning within the system, therefore, the best-qualified candidates shall be selected.

### 2.0 PROCESS

The Associate Superintendent, Human Resources is responsible for maintaining a process to select support staff.

### 3.0 GUIDELINES

- 3.1 All of the vacant positions shall be classified by the Associate Superintendent, Human Resources in one of the following ways:
  - 3.1.1 Open to external and/or internal competition.
  - 3.1.2 Open to school level competition only (procedures as per Clause 5.6.3 of the Collective Agreement).
  - 3.1.3 Not open to competition.
- 3.2 All vacant positions classified under Guidelines 3.1.1.
  - 3.2.1 Will be advertised according to an approved procedure; and
  - 3.2.2 Will be filled through an approved selection process.
- 3.3 Guideline 3.1.3 shall apply whenever:
  - 3.3.1 System surplus school support staff need to be accommodated, in accordance with the Collective Agreement.
  - 3.3.2 Short-term temporary positions must be filled.

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References: *Collective Agreement; General Pay Plan*

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- 3.4 All relevant data, such as training and experience related to the position, evaluation reports, and references shall be considered in the selection of school support staff.
- 3.5 Applications for vacant positions shall be reviewed using the data available and selected qualified applicants will be interviewed.
- 3.6 Prior to offering the most suitable applicant the position, reference and police checks will be made to ensure the security of the students and staff. Prior to commencing employment, new employees must submit a medical certificate indicating they are fit and able to perform duties as assigned.
- 3.7 Support staff positions funded at the school level shall be determined by the principal each school year.
- 3.8 Requests for support staff in Division level programs will be made to the Director, Student Services. The Director will request that the Associate Superintendent, Human Resources proceed with staffing the position.
- 3.9 When a vacancy occurs, the principal or designate shall advise the Associate Superintendent, Human Resources, forward a written job description, hours per day to be worked, and effective start and end dates.
- 3.10 The Associate Superintendent, Human Resources shall determine how Guideline 3.1 is applied.
- 3.11 All internal and external job postings will be prepared by the Associate Superintendent, Human Resources. The postings will be placed on the Sturgeon School Division website, distributed to all schools and posted in an area accessible to staff. External postings will be placed in the appropriate media for advertising.
- 3.12 The principal, in consultation with the Coordinator of Human Resources, will develop a short list of applicants to be interviewed.
- 3.13 The Human Resources Department will set up the interviews.
- 3.14 The Coordinator of Human Resources or designate, in conjunction with the principal or designate, will conduct the interviews and recommend a successful

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candidate to the Associate Superintendent, Human Resources. A list of interview questions and a record of the interview process followed shall be kept on file by the Human Resources Department for one (1) year.

3.15 The Associate Superintendent, Human Resources will:

3.15.1 Ensure that reference checks are conducted by the principal or designate where necessary and ensure that the individual provides a police check.

3.15.2 Authorize all offers of employment.

3.15.3 Advise the successful candidate of work expectations and the appropriate Board policies.

3.15.4 Confirm the offer of employment in writing.

3.15.5 Retain all applications on file for one (1) year.

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References: *Collective Agreement; General Pay Plan*