



## HUMAN RESOURCES MANAGEMENT 26 – Selection of Professional Staff (Non-Administrative)

Date: April 24, 2003

Responsible Administrator: Associate Superintendent; Human Resources

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### 1.0 RATIONALE

Professional employees play a vital role in the educational process within the system. Therefore, the best-qualified individuals will be selected within the limits of available resources.

### 2.0 PROCESS

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

### 3.0 GUIDELINES

3.1 All of the vacant positions shall be classified in one of the following ways:

3.1.1 Open to external and/or internal competition.

3.1.2 Not open to competition.

3.2 For all vacant positions classified under Guidelines 3.1.1., the Associate Superintendent, Human Resources shall:

3.2.1 advertise according to an approved procedure; and

3.2.2 fill the position through an approved selection process.

3.3 Guideline 3.1.2 shall apply whenever:

3.3.1 system surplus staff need to be accommodated;

3.3.2 short-term temporary positions must be filled.

3.4 All relevant data such as training, experience related to the position, evaluation reports, student teaching reports, and references shall be considered in the selection of professional staff.

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References: *Board Policy: E/I/1*

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- 3.5 Placements involving transfer requests and placement requests from staff returning from leave of absence, subject to experience, academic qualifications and relative competency, will be finalized prior to the placement of new staff.
- 3.6 Applications for vacant positions shall be reviewed using the data available and selected qualified applicants may be interviewed.
- 3.7 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 also provide a medical certificate which states that the employee is fit and able to perform duties as assigned.
- 3.8 The Associate Superintendent, Human Resources shall establish a selection process that involves the school principal and where appropriate the Director, Student Services.
- 3.9 The Associate Superintendent, Human Resources or designate shall classify any vacant position according to Guideline 3.1.1 and 3.1.2.
- 3.10 All vacant teaching positions classified under Guideline 3.1.1 shall be advertised internally as follows:
  - 3.10.1 During the months of September to June inclusive, the principal of each school shall be notified of any vacancy immediately and shall post such notice.
  - 3.10.2 All positions will be posted on the Sturgeon School Division website.
- 3.11 All vacant teaching positions classified under Guideline 3.1.1 may be advertised externally in appropriate magazines, newspapers, circulars, or by other means as determined by the Associate Superintendent, Human Resources. All applications which have been submitted to the Division within the previous twelve months shall be considered.
- 3.12 In the event that a position, which has been filled under Guideline 3.3.2, develops into a long-term position, then Guideline 3.1.1 and 3.11.1 and 3.12 shall apply.

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- 3.13 The Associate Superintendent, Human Resources or designate with the assistance to the principal of the school where the opening exists shall review applicants' files and select suitable applicants for interview according to the date list in Guideline 3.4.
- 3.14 The Associate Superintendent, Human Resources or designate with the assistance of the principal of the school where the opening exists may interview applicants selected under Guideline 3.5.
- 3.15 The Associate Superintendent, Human Resources or designate with the assistance of the principal of the school where the opening exists will select the most suitable applicant after careful consideration and application of the criteria established in the Rationale clause 1, clauses 3.4, 3.5, 3.6, 3.7 and 3.8.
- 3.16 The principal will offer the position to the successful applicant after checking references and advise the Associate Superintendent, Human Resources of the verbal acceptance. The principal will phone "regrets" to unsuccessful applicants.
- 3.17 All placements will be made in writing by the Superintendent or designate.

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References: *Board Policy: E/1/1*