

HIRING PRACTICES FOR SUPPORT STAFF

Background

The Division will hire the most suitable candidate for the position. The qualifications of the person selected will meet the experience, knowledge, skills and attributes required for the position.

Procedures

1. Principles Related to the Hiring Practices

- 1.1 Generally, candidates who have provided satisfactory service to the Division will be given preference to candidates new to the school system. Consideration will be given to the length of service and qualifications, provided that the candidate's evaluations have been satisfactory, and it is anticipated that the candidate will continue to develop the skills, knowledge and attributes necessary to meet the changing demands of the position.
- 1.2 Division practices are to provide opportunities for current staff to move to similar positions with more hours or to change assignments, where desired and practical.
- 1.3 Generally, the Division will not transfer an employee during the school year.
- 1.4 Members of the school support staff will be provided with tentative hours of work for the next school year at the earliest possible date.

2. Hiring

- 2.1 The Principal/Supervisor will ensure that a position profile or position description is developed for new openings. For school support staff positions, members of the school staff may have input in the development of the position profiles.
- 2.2 The Principal/Assistant Principal or Supervisor must check references before a letter of intent is offered to a candidate.
- 2.3 Once the candidate has accepted the position, the Principal/Supervisor must:
 - 2.3.1 Complete a *Staffing Information Requirement Form (SIRF)* and submit to HR immediately following acceptance of a position.
 - 2.3.2 Complete an *Orientation Checklist* (Form 430-2) and submit to HR.
- 2.4 The successful applicant must submit a Criminal Record Check (including Vulnerable Sector) as a condition of employment.
- 2.5 The successful applicant must submit an Intervention Record Check as a condition of employment.

3. Roles (for School Support Staff positions)

3.1 The following outlines persons responsible for the hiring and placement of support staff:

Position	Persons Responsible
Educational Assistant	Principal and/or Assistant Principal and/or designate
Learning Commons Facilitator	Principal and/or Assistant Principal and/or designate
School Administrative Assistant	Principal and/or Assistant Principal and Assistant Superintendent - Business or designate

3.2 The Principal will provide job posting information to the Director of Human Resources for the purpose of advertising.

3.3 The selection committee established to fill support staff positions might seek input from teachers. Teachers may also be involved in the interview process.

3.4 The decision on whom to hire should be based on information gleaned from the résumé, from references and from the interview itself.

3.5 A person with a teaching certificate is eligible to be hired as an educational assistant. An educational assistant with a teaching certificate will be expected to sign an agreement that indicates the assigned responsibilities and the name(s) of the supervising teachers(s).

3.6 A position description has been developed for educational assistants. This position description outlines the activities or duties that the educational assistant can be/is to be involved in, and will also indicate the professional teaching responsibilities that the teacher must not delegate.

3.7 The following duties are deemed to be professional duties and must be carried out by a certificated teacher who is employed in that capacity:

3.7.1 Diagnose educational needs;

3.7.2 Prescribe and plan the educational program, including the development of unit and daily plans, and individual program plans (IPPs);

3.7.3 Implement and supervise the instructional program;

3.7.4 Provide the “initial” teaching of a concept or skill;

3.7.5 Evaluate student performance and progress; and

3.7.6 Report to parents/guardians.

Reference: Section 60, 61, 113, School Act

Forms: Staffing Information Requirement Form (SIRF) 410-1 / 430-1
Orientation Checklist - Support Staff 430-2

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