

## **RECRUITMENT, SELECTION AND PLACEMENT**

### **Background**

All personnel appointed to staff in Prairie South School Division are to be of exemplary character and possess competency in the skills required for their positions. It is understood that they have been hired to assist the Division in carrying out its vision, mission, and goals in accordance with beliefs and guiding principles.

### **Procedures**

#### **1. Teaching Staff**

- 1.1 Recruitment, Selection and Placement
  - 1.1.1 The Superintendents of School Operations are responsible for the hiring of all teachers. The recruitment, selection and appointment procedures are determined by the Superintendents of School Operations.
  - 1.1.2 The Superintendents of School Operations endeavor to employ the best qualified personnel for the Division. In all cases the needs of students, skills and qualifications of the teacher, and the job description are to be matched as closely as possible.
  - 1.1.3 A vacancy exists when there is an opportunity for a teacher to be placed on a temporary, replacement or continuous contract.
  - 1.1.4 When a vacancy occurs, a competition shall occur as determined by the Superintendents of School Operations:
    - 1.1.4.1 If a vacancy occurs after the start of the school year, transfers of teachers will only be considered if it is in the best interest of the school division.
    - 1.1.4.2 Vacancies occurring effective June 30 will be filled through the annual staffing process.
  - 1.1.5 The principal, under the supervision of the designated Superintendent, is responsible for assigning teachers to specific teaching duties in the school.
  - 1.1.6 Principals are to consider all in-school reassignments first when staffing their schools. Reassignment within the school is to involve discussion with and informing the teachers involved.

- 1.2 Division-Initiated Teacher Transfers
  - 1.2.1 Consideration of reassignments of teaching duties through transfer to another school may be initiated by the Superintendents of Operations in consultation with the principal.
  - 1.2.2 Upon confirmation of the transfer the teacher is to receive notice in writing.

## **2. In-School Administrators**

- 2.1 The Superintendents of School Operations are responsible for the hiring of all in-school administrators. The recruitment, selection and appointment procedures are determined by the Superintendents of School Operations.
- 2.2 The Superintendents of School Operations are responsible for ensuring the process that is used for filling vacant in-school administrative positions complies with Board Policy 15.
- 2.3 All positions are to be advertised internally and may also be advertised externally.
- 2.4 Administrative selections are to be reported to the Board of Education after appointments have been made.
- 2.5 The Director of Education retains the prerogative to initiate transfers of in-school administrators after consulting with the Board Chair.

## **3. Non-Teaching Support Staff – Central Office**

- 3.1 The Director or designate is responsible for hiring non-teaching central office staff.
- 3.2 Recruitment, selection, and placement procedures are determined by the Director or designate.
- 3.3 Vacant positions are to be advertised internally in the school division, and externally when necessary.
- 3.4 Staff members are to be employed under the conditions of the applicable employment contract with the Division.

## **4 Non-Teaching Support Staff – School-Based**

The Superintendent of Human Resources or designate and principal are responsible for hiring school-based non-teaching support staff.

- 4.2 The recruitment, selection, and placement procedures are to be determined by the Superintendent of Human Resources or designate in consultation with the principal.
- 4.3 Vacant positions are to be advertised internally and in the local community, and externally when necessary.
- 4.4 Staff members are to be employed under the conditions of the applicable contract with the Division.

## **5. Facility Operators and Maintenance**

- 5.1 The Superintendent of Human Resources or designate in consultation with the Facilities Manager is responsible for hiring or contracting facility operators and maintenance staff.
- 5.2 The Facilities Manager in consultation with the Superintendent of Human Resources or designate is responsible for determining appropriate recruitment, selection, and placement procedures.
- 5.3 Vacant positions are to be posted internally and externally. Positions may be advertised externally when necessary.
- 5.4 Facility operators and maintenance staff are to be employed under the conditions of their applicable employment contract, or through a services contract where applicable.

## **6. Bus Drivers**

- 6.1 The Superintendent of Human Resources or designate in consultation with the Transportation Manager is responsible for hiring or contracting bus drivers.
- 6.2 The Transportation Manager in consultation with the Superintendent of Human Resources or designate is responsible for determining appropriate recruiting and selection procedures.
- 6.3 Vacant positions are to be advertised if deemed necessary.
- 6.4 Bus drivers are to be employed under the conditions of the applicable employment contract with the Division, or through a services contract. Bus drivers can find information relating to their job in the Bus Driver Manual.

Reference: Sections 85, 87, 174, 175 Education Act  
Section 45 School Division Administration Regulations  
Human Rights Code

July 11, 2019