

## **STAFFING**

### **Background**

It is recognized that well-qualified personnel are essential for the efficient organization and operation of all aspects of the Division. It is the general practice of the Division to choose qualified personnel available for vacancies in the system.

### **Procedures**

1. Staffing for teachers and school based administrators with teaching credentials shall be carried out in accordance with Administrative Procedure 421 – Instructional Staffing.
2. When a vacancy on staff other than those dealt with by section 1 occurs, the administrator responsible may authorize a competition for the resulting position, provided this is included within the approved budget, and select the successful applicant subject to the limitations set out in Appendix A.
3. Responsible Administrator(s)
  - 3.1 Superintendent for:
    - 3.1.1 Secretary Treasurer
    - 3.1.2 Director of Human Resources
    - 3.1.3 Director of Teaching and Learning
    - 3.1.4 Director of Learning Supports
    - 3.1.5 Teaching Staff pursuant to Administrative Procedure 421
    - 3.1.6 Communications Coordinator
  - 3.2 Director of Human Resources for:
    - 3.2.1 Teaching Staff pursuant to Administrative Procedure 421
    - 3.2.2 Technology Services Manager
  - 3.3 Director of Learning Services for:
    - 3.3.1 Learning Supports Staff
  - 3.4 Director of Teaching and Learning for:
    - 3.4.1 Indigenous Education Program Coordinator Literacy Program Coordinator
    - 3.4.2 Literacy Program Coordinator
    - 3.4.3 Numeracy Program Coordinator

- 3.5 Principal for:
  - 3.5.1 In-School Support Staff and with reference to Administrative Procedure 440 – Support Staff
- 3.6 Secretary-Treasurer for:
  - 3.6.1 Director of Support Services
  - 3.6.2 Division Office Support Staff
- 3.7 Director of Technology Services for:
  - 3.7.1 Technology Services Staff
  - 3.7.2 Office Support
  - 3.7.3 Student Information Coordinator
- 3.8 Director of Support Services for:
  - 3.8.1 Transportation Services Manager
  - 3.8.2 Facility Services Manager
  - 3.8.3 Safety and Wellness Coordinator
  - 3.8.4 Transportation Finance Coordinator
  - 3.8.5 Maintenance Finance Coordinator
  - 3.8.6 Custodians (Contract)
- 3.9 Facility Services Manager for:
  - 3.9.1 Maintenance Supervisor
  - 3.9.2 Maintenance Staff
  - 3.9.3 Lead Hand
  - 3.9.4 Project Staff
- 3.10 Transportation Services Manager for:
  - 3.10.1 Transportation Supervisor
  - 3.10.2 Bus Drivers
  - 3.10.3 Mechanics
- 4. Following authorization of a competition, the position will be advertised internally and/or externally.
  - 4.1 The internal advertisement will apply only to the regular staff.
  - 4.2 The nature of the vacancy and current market conditions shall determine the extent of advertising.
- 5. The responsible administrator, in consultation with the Secretary Treasurer, shall place the advertisements for vacancies for non-teaching positions.
  - 5.1 The responsible administrator or designate will screen all applications.

- 5.2 The level of the vacancy is to suggest the number of candidates to be interviewed.
6. The type of vacancy indicates the make-up of the interview team. The arrangements established in Appendix A will normally be used.
  7. The successful candidate will be offered the position subject to candidate providing a current "Criminal Record Check" including the "Vulnerable Sector Check" that is acceptable to the Division. Any break in employment longer than six (6) months will require a new "Criminal Record Check" and "Vulnerable Sector Check."
  8. The Secretary Treasurer shall determine placement on the appropriate salary grid for all positions covered by a Collective Agreement or Board policy.
  9. For all positions, the responsible administrator shall ensure that the successful applicant and all short-listed applicants are notified of the outcome of the competition. All applicants are to be notified in the advertisement that those not short-listed will not be notified of the outcome of the competition.
    - 9.1 The responsible administrator will ensure the successful candidate receives an employee identification card and access to the school site once the employee's contract with the Division has begun.
  10. Reference check notes and other pertinent information for all applicants shall be retained in a separate file by the responsible administrator for a period of one (1) year and then destroyed.

Adopted/Revised: JUN 2016/JUN 2019/NOV 2019/JUL 2020/SEP 2021/JAN 2023/APR 2024

Reference: Section 33, 52, 53, 55, 68, 196, 197, 198, 199, 203, 204, 205, 222, 225 Education Act  
Alberta Human Rights Act  
Child, Youth and Family Enhancement Act  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Personal Information Protection Act  
Teaching Profession Act