

## HIRING PRACTICES FOR SCHOOL SUPPORT STAFF

### Background

The Division shall employ all staff necessary for its operation by selecting, for each position, the most suitable candidate for the position within the limits of its resources. The Division believes that school support staff members are a vital component of the educational programs and services provided to students. As a member of the school team, school support staff members are expected to demonstrate the competencies required in their positions to support all students to the best of their abilities. The qualifications of the person selected will meet the experience, knowledge, skills and attributes required for the position. All hiring practices shall be in accordance with the Alberta *Education Act*, *The Human Rights Act*, applicable provincial and federal legislation and within the provisions of employee handbooks. Battle River School Division believes *promotes employment equity in the workplace to ensure that women, Indigenous peoples, persons with disabilities and members of visible minorities are represented in our organization.*

### Procedures

1. In recruiting school support staff, the following criteria will be considered:
  - 1.1 Needs of Division students and program needs;
  - 1.2 Provisions of current terms and conditions of employment (position description/duties);
  - 1.3 Candidate knowledge, education, ability, skills and interests;
  - 1.4 Candidate suitability and compatibility based upon past performance and experience;  
and
  - 1.5 Willingness to continue professional development and growth.
  - 1.6 Generally, the Division will not transfer an employee during the school year.
  - 1.7 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 in consultation with HR.
  - 2.2 In order to maintain impartiality and uphold the integrity of the hiring process, any member of the interview panel must disclose to the Assistant Superintendent or designate any personal relationship with any of the candidates selected for an interview. A personal relationship is defined as any familial, romantic, financial, or close personal connection that could potentially influence the panel member's objectivity. Upon disclosure, the Assistant Superintendent or designate shall determine if the panel member will be required to recuse themselves from the interview.
- 2.3 Either the Principal/Supervisor, or the Assistant Superintendent - Human Resources or designate(s), **must** check references before a letter of offer is offered to the candidate.

Only references provided by the candidate shall be contacted by the Principal/Supervisor.

- 2.4 Generally, references will not be contacted unless a candidate is being considered for an offer of employment.
  - 2.5 Contacting a previous employer or supervisor who is not listed as a reference requires written consent of the applicant and will be at the discretion of the Assistant Superintendent - Human Resources or designate.
  - 2.6 Upon confirmation of acceptable reference checks, the Principal/Supervisor must have consent from the Assistant Superintendent or designate before making an offer of employment to the successful candidate.
  - 2.7 All persons involved in hiring processes are responsible for ensuring that information concerning candidates, which is acquired during the hiring process, is held in strict confidence and is shared with only the appropriate staff and resource persons. All documents relating to employment, including the application itself, are Battle River School Division confidential documents. No public discussion will take place during a meeting that may divulge any personal matter concerning any candidate
  - 2.8 Once the candidate has accepted the position, the Principal/Supervisor must:
    - 2.8.1 Complete an online *Staffing Information Requirement Form (SIRF)* for HR immediately following acceptance of a position.
    - 2.8.2 Complete an *Orientation Checklist* (Form 430-2) and submit to HR.
  - 2.9 The successful applicant must submit a Criminal Record Check (including Vulnerable Sector) as a condition of employment.
  - 2.10 Interview questions and notes and all reference check documentation for each shortlisted candidate must be submitted to the Human Resources department to be kept on file.
3. Roles (for School Support Staff positions)
- 3.1 The following outlines persons responsible for the hiring and placement of support staff with the support of a member of the HR Department:

<b>Position</b>	<b>Persons Responsible</b>
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 Secretary-Treasurer or designate

- 3.2 The Human Resources Department will collaborate with the Principal to advertise positions.

- 3.3 The decision on whom to hire should be based on information gleaned from the résumé, from references and from the interview itself.
- 3.4 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). **The educational assistant shall not assume the responsibilities of classroom teachers unless under the direction of the principal, which would result in the educational assistant being paid as a substitute teacher for the day.**
- 3.4.1 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.
- 3.4.2 The following duties are deemed to be professional duties and must be carried out by a certificated teacher who is employed in that capacity:
- 3.4.2.1 Diagnose educational needs;
  - 3.4.2.2 Prescribe and plan the educational program, including the development of unit and daily plans, and student support plans (SSPs);
  - 3.4.2.3 Implement and supervise the instructional program;
  - 3.4.2.4 Provide the “initial” teaching of a concept or skill;
  - 3.4.2.5 Evaluate student performance and progress; and
  - 3.4.2.6 Report to parents/guardians.

Reference: Section 52, 53, 225 Education Act

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