

HIRING PRACTICES FOR SCHOOL SUPPORT STAFF

Background

The Division believes that support staff members are a vital component of the educational programs and services provided to students. As a member of the educational team, support staff members are expected to demonstrate the competencies required in their positions to support all students to the best of their abilities.

Procedures

1. In recruiting support staff, the following criteria will be considered:
 - 1.1 Needs of Division students, and program needs, as perceived by Division administrative personnel;
 - 1.2 Provisions of current terms and conditions of employment;
 - 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.
 - 2.2 References must be contacted by the Principal/Assistant Principal or a member of the Human Resources Department before a letter of offer is offered to the 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.

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:

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 Secretary-Treasurer 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.
- 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 student support plans (SSPs);
 - 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 52, 53, 225 Education Act

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

Amended: January 2023