



BACKGROUND

All personnel appointed to staff 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 Board of Education in carrying out its vision, mission, and goals in accordance with the Board's beliefs and guiding principles.

The recruitment and selection of employees shall maintain positive public relations, the good reputation, and the standards of excellence of the North East School Division (NESD).

1. PROCEDURES

The Superintendent of Human Resources, shall coordinate employee recruitment and selection in a collaborative manner with those involved in the decision making process. The role of Human Resources in this process is that of coordinator, facilitator when requested, and advisor of human resources best practice.

All employment selections are to be reported to the Board of Education after appointments have been made.

a. Recruitment

Using the established staffing formula guidelines, schools and departments shall advise the appropriate superintendent of staffing requirements. The Human Resources Department is responsible to:

Ensure that appropriate staffing guidelines are being adhered to.

- i. Where appropriate, post and advertise available positions upon review of the current job description.
- ii. Develop recruitment plans that adhere to applicable legislation and collective agreements.
- iii. In consultation with those involved in the decision making process, ensure the use of the appropriate employment contract.

b. Staff Requisitions

- i. All requisitions for staff must be authorized by a Superintendent, but may be initiated by a Principal, Supervisor or Manager.
- ii. The Superintendent shall complete the job posting request form and forward the requisition to the Superintendent of Human Resources.
- iii. Prior to proceeding, the Superintendent of Human Resources or designate shall ensure that this request meets the established staffing guidelines for the school or department making the request.
 - a. Authorization must also be obtained for any contractual positions that are entered into with outside agencies that involve the NESD as the employer.



c. Posting and Advertising

- i. Wherever possible, all permanent positions will be publicized within the Division and/or through outside sources such as professional associations, newspaper and Internet advertising. Authorization for the expenditure of monies for advertising must be obtained through the office of the Superintendent of Human Resources. It is understood that not every position will be advertised.
- ii. All postings will be coordinated by the Human Resources department and, where required, will follow any guidelines found in the prevailing collective agreement.

d. Selection

Generally, the following selection procedures shall apply in selecting personnel:

- The Board of Education selects the Director of Education.
- The Director selects Superintendents.
- The Director selects Principals
- The appropriate Superintendent and the Director (where appropriate) selects Vice-Principals, Coordinators, Consultants, & Mid-management staff.
- Superintendents select other staff and may delegate these responsibilities as needed.

When necessary, interview panels may be used in the selection process and other selection criteria may be used by the Board to determine the best suited candidate.

The determination of the composition of the staffing panel will be made by the Superintendent responsible for the hiring decision. In the case of the hiring of school-based administrators or members of Executive Council, the Director will determine the composition of the staffing panel.

The Human Resources Department will be responsible for providing the staffing panels with file information on all applicants.

All costs incurred by persons relative to their attendance at interviews shall be at the expense of the applicants unless prior authorization has been obtained from the Superintendent of Human Resources.

e. Offers of Employment

When a candidate is deemed successful for a position:

- i. Prior to any verbal or written offers of employment, employment references of candidates being offered positions shall be checked with at least two previous supervisors prior to any offers of employment being made.
 - a. Discussions with previous supervisors and a review of the personnel file will normally occur for internal candidates.
- ii. The hiring supervisor will be responsible for making verbal offers of employment and ensuring unsuccessful candidates who were interviewed are contacted.



- iii. All employment offers and/or contracts shall be confirmed in writing by signature of the Superintendent of Human Resources.
- iv. All offers of employment shall be conditional upon receipt of an appropriate criminal record check, vulnerable sector check (where necessary), verification of required qualifications, and where deemed appropriate, a current medical report by a qualified medical doctor verifying that the prospective employee meets any fitness for work criteria. Documentation shall be provided to Human Resources within the timelines requested and must be obtained at the expense of the prospective employee unless otherwise agreed to in advance.
- v. Starting salaries for new employees or for those selected for promotion must be approved by the Superintendent of Human Resources. Salary placement shall be in accordance with the applicable administrative procedures and/or the requirements of the respective collective agreements.

2. TEACHING PERSONNEL

a. Role

- i. All teaching staff of North East School Division is to work towards achieving the vision, mission, and goals of the school division.
- ii. All teaching staff are to model behavior that impress students to learn, to work, to play, and to live fully.
- iii. In addition to following the duties of a teacher as prescribed in *The Education Act, 1995* teachers are to perform those professional duties assigned by the principal. Such duties are to be assigned following consultation with the teacher concerned.

b. Recruitment and Selection

- i. The North East School Division endeavors to employ the best-qualified personnel for the division. In all cases, the needs of students, the ability of the teacher, and the job description are to be matched as closely as possible.
- ii. The appropriate Superintendent in consultation with the principal and the Superintendent of Human Resources are responsible for placing and assigning teachers to specific teaching duties in the school.
- iii. Principals are to consider all in-school reassignments first when staffing their schools. Reassignments within the school may be initiated by a teacher or the principal. No reassignment within the school is to be made without discussing and informing the teachers involved.
- iv. Surplus Positions:
 - If teaching positions become surplus to a school, staff members from that school are to be considered for filling vacancies in other schools in the division.



- v. When a vacancy exists,
 - if the vacancy is permanent, the position must be advertised internally and/or externally within the school division.
 - if the vacancy is temporary or casual, the position is not required to be posted and may be appointed by the appropriate Superintendent in consultation with the Superintendent of Human Resources.
- vi. The appropriate Superintendent and principal are to consider all internal applications which result from the advertisements first. Consideration is to be based upon the following criteria in decreasing order of priority:
 - Possession of the most appropriate training, experience, and/or skills for the assignments available. Every effort is to be made to ensure that staff is retained to effectively deliver the programs in the school. Core requirements are to take precedence over locally developed or elective program requirements.
 - The teacher's effectiveness based upon the school division's policy on supervision and evaluation.
 - The teacher's suitability for anticipated future program needs.
- vii. If the vacancy is not filled internally, it may be filled externally.

3. IN-SCHOOL ADMINISTRATORS

a. Role of Principals

- i. All principals are to create environments in their schools that support the pursuit of excellence in the teaching and learning process by encouraging best classroom practices.
- ii. The role of the principal in the first instance is one of instructional leadership. The principal is:
 - To provide leadership in implementing the vision, mission, and goals of the North East School Division in accordance with its beliefs and guiding principles
 - To coordinate, facilitate, oversee, and evaluate the instructional program within the school and,
 - To supervise and evaluate all staff members in the school and encourage their professional development.
- iii. The role of the principal in the second instance is one of managerial leadership. The principal is:
 - To perform those duties required by law, by Board policy, by administrative procedures, and as assigned by the Director of Education or designate.
 - To organize staff and delegate duties and responsibilities, following appropriate consultation, with the aim to achieve the best possible education for students, and



- To guide the school toward achieving its goals through good planning, open communication, and effective decision-making.

b. Role of Vice-Principals

- i. All vice-principals are to participate in the administration of their schools. As a member of the administrative team, the vice-principal is to demonstrate through actions that he/she works in a professional manner exemplifying the qualities necessary to fulfill the role of educational leader and manager.
- ii. The vice-principal is directly responsible to the principal for performance of assigned duties and responsibilities as established through consultation with the principal.
- iii. The role of vice-principal as educational leader requires that the vice-principal:
 - Provides supportive leadership required to achieve the vision, mission, and goals of North East School Division in accordance with its beliefs and Guiding Principles.
 - Participates in coordinating, facilitating, overseeing, and evaluating of staff members and encourages their professional growth.
- iv. The role of the vice-principal as an effective manager requires that the vice-principal:
 - Performs the duties assigned by the principal.
 - Participates in the organization of staff, and in decisions related to the delegation of duties and responsibilities, of staff, and;
 - Shares in the responsibility of directing the school toward achieving its goals through good planning, open communication, and effective decision making.
- v. In the absence of the principal, the vice principal is to assume the principal's role. In schools not having a vice principal or in circumstances where both in-school administrators are absent, the principal is to appoint an acting principal from the staff.

c. Recruitment and Selection

- i. The Director of Education in consultation with the Superintendent of Human Resources is responsible for determining the process that will be used for filling vacant in-school administrative positions.
- ii. When a vacancy exists,
 - if the vacancy is permanent, the position must be advertised internally and/or externally within the school division.
 - if the vacancy is temporary or casual, the position is not required to be posted and may be appointed by the appropriate Superintendent in consultation with the Superintendent of Human Resources.
- iii. Principals and vice-principals may request a transfer from their current assignment through application to the Superintendent of Human Resources.



- iv. The Director of Education in consultation with the Superintendent of Human Resources or Director of Education may initiate transfers of in-school administrators.

4. NON-TEACHING SUPPORT STAFF—CENTRAL OFFICE

a. Role

- i. The non-teaching central office staff provides vital support and technical assistance required to maintain Board operations and administrative functions.
- ii. The role of Central Office non-teaching staff is to be of service and support to the public, to the schools, and to those personnel within their areas of responsibility that they serve directly. Each member of the Central Office non-teaching staff is:
 - To perform those duties as outlined in the job description or assigned by their immediate supervisor.
 - To be knowledgeable of the operations and services of the school division as to direct inquiries from the public or within the division to the appropriate personnel, and
 - To share responsibilities with fellow staff when needed because of excessive workloads, absence of others, or training new staff.

b. Recruitment and Selection

- i. The Superintendent of Human Resources or designate and the immediate supervisor are responsible for hiring non-teaching central office staff.
- ii. The recruitment, appointment, and placement procedures are determined by the Superintendent of Human Resources in consultation with the appropriate Superintendent, the Department Head and/or the Director of Education.
- iii. In the absence of any collective agreement provisions, when a vacancy exists,
 - if the vacancy is permanent, the position must be posted internally and/or externally within the school division.
 - if the vacancy is temporary or casual, the position is not required to be posted and may be appointed by the appropriate Superintendent or Supervisor in consultation with the Superintendent of Human Resources.
- iv. Staff members are to be employed under the conditions of the applicable employment contract with the Board.

5. NON-TEACHING SUPPORT STAFF – SCHOOL-BASED

a. Role

- i. The non-teaching school-based support staff provides vital support and technical assistance to the administrative and instructional operations of the school.



- ii. The role of school-based non-teaching support staff varies widely depending on the needs of the school administration and teachers. Each member of the school-based non-teaching support staff is to:
 - Perform those duties as defined in the job description and as assigned by the principal or designate.
 - Assist with other responsibilities when requested by the principal.

b. Recruiting and Placement

- i. The Principal in consultation with the Superintendent of Learning and Superintendent of Human Resources are responsible for hiring school-based non-teaching support staff.
- ii. The recruitment, appointment, and placement procedures are to be determined by the Superintendent of Human Resources, in consultation with the appropriate Superintendent and the principal.
- iii. In the absence of any collective agreement provisions, when a vacancy exists,
 - if the vacancy is permanent, the position must be posted internally and/or externally within the school division.
 - if the vacancy is temporary or casual, the position is not required to be posted and may be appointed by the appropriate Superintendent or Supervisor in consultation with the Superintendent of Human Resources.
- iv. Staff members are to be employed under the conditions of the applicable contract of employment with the Board.

6. CARETAKING AND MAINTENANCE

a. Role

- i. The caretaking and maintenance staff provides vital services to the Board, its schools, employees, and committees.
- ii. The role of caretaking and maintenance staff is paramount to maintaining healthy, safe, and pleasant working and learning environments. Each member of the caretaking and maintenance staff is to:
 - Perform those duties as defined in the job description and assigned by their supervisor
 - To assist with other related responsibilities when requested by the principal.
 - To ensure that school, office, and shop facilities are maintained appropriately to ensure the health and safety of all students, staff, and community members using the facilities.



b. Recruiting and Placement

- i. The Supervisor of Facilities in consultation with the Superintendent of Human Resources is responsible for determining the appropriate selection, appointment, and placement procedures as well as hiring or contracting caretakers and maintenance staff.
- ii. In the absence of any collective agreement provisions, when a vacancy exists,
 - if the vacancy is permanent, the position must be posted internally and/or externally within the school division.
 - if the vacancy is temporary or casual, the position is not required to be posted and may be appointed by the appropriate Superintendent or Supervisor in consultation with the Superintendent of Human Resources.
- iii. Staff members are to be employed under the conditions of the applicable contract of employment with the Board.

7. BUS DRIVERS

a. Role

- i. The bus driver provides an important and essential service to the Board, the schools, and families.
- ii. The bus driver's role in conveying students to and from school provides families safe access to school. Bus drivers are to:
 - Perform those duties as assigned by the Supervisor of Transportation
 - Abide by the directives contained in the school division's Bus Driver's Manual.
 - Abide by all applicable laws.

b. Recruiting and Selection

- i. The Supervisor of Transportation in consultation with Superintendent of Human Resources is responsible for determining the appropriate selection, appointment, and placement procedures as well as recruiting and selecting bus drivers.
- ii. In the absence of any collective agreement provisions, when a vacancy exists,
 - if the vacancy is permanent, the position must be posted internally and/or externally within the school division.
 - if the vacancy is temporary or casual, the position is not required to be posted and may be appointed by the appropriate Superintendent or Supervisor in consultation with the Superintendent of Human Resources.
- iii. Bus drivers are to be employed under the conditions of the applicable contract of employment with the Board.



8. SUBSTITUTE AND CASUAL STAFF

- a. Teachers may be offered employment as substitutes based on requirements of the schools, on a day-to-day basis.
 - i. Recommended applicants are placed on a substitute list which is prepared by the Superintendent of Human Resources and made available in an appropriate format to principals and department heads.
 - ii. All substitute teachers must hold a valid teaching certificate.
 - iii. Principals are required to report the engagement of substitute teachers as required by the Superintendent of Human Resources.
 - iv. Principals are to monitor and assess the performance of substitute teachers and communicate such information to the Superintendent of Human Resources.
 - v. At the discretion of the principal, substitute teachers are to perform the duties of the teachers they are replacing.
- b. Support staff may be offered employment as casual staff based on requirements of the school division, on a day-to-day basis.
 - i. Recommended applicants are placed on a casual list which is prepared by the Superintendent of Human Resources and made available in an appropriate format to principals and department heads.
 - ii. The list will be prepared annually and revised as needed throughout the year.
 - iii. Principals and immediate supervisors are to engage casual staff as directed by the Superintendent of Human Resources.

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