

Staff Recruitment and Selection

Background

The Division, in its commitment to provide the best possible set of growth and learning opportunities for the students in the Division, recognize that its employees are the Division's main resource required to achieve its overall mission, vision and goals.

The Division sees to achieve the following goals:

Attract, develop, retain and motivate the staff of the Division in order to:

- Achieve the mission of the Division;
- Assist individual members to achieve position and Division standards of performance;
- Maximize the career development of personnel;
- Reconcile individual and organizational objectives

1. General Selection Procedures

The following general selection procedures shall apply in the selection of personnel.

- 1.1 Letters of offer or teacher contracts shall be prepared by the Human Resources Department and approved by the Director of Education. All offers are subject to the receipt of a satisfactory criminal record check from the local RCMP detachment or local police service. Where such situations warrant a fingerprint search, a declaration must be completed immediately and a six (6) month grace period will be allowed for the results to be obtained. The results will be reviewed by the Director of Education and a final decision of continuing employment will be determined at that time.
- 1.2 The Director selects Senior staff and Superintendents
- 1.3 The Director or designate selects all other administrative staff including, Principals, Vice-Principals, Consultants and mid-level staff

2 Posting and Advertising

- 2.1 Wherever possible, all permanent positions will be publicized within the Division and, when required, through outside sources such as professional associations, newspaper and Internet advertising. Authorization for advertising costs must be obtained through the office of the Superintendent of Human Resources.
- 2.2 All postings for teaching positions, Central/Sub office staff including Facilities will be coordinated by the Human Resources department.
- 2.3 School based positions will be coordinated by the Principal with assistance from the Human Resources department.

3 Selection Process

- 3.1 Interview panels will be used to make a selection decision
- 3.2 In order for candidates for non-teaching school based positions to be invited for an interview, the candidate must be a high school graduate who has been out of school for

at least four years, unless predetermined and approved by the Superintendent of Human Resources. Candidates should have some post-secondary education, work experience or specialized skill related to the position.

- 3.3 The determination of the interview panel will be made by the Director of Education or designate. In the case of hiring school based Administrators (Principals, Vice Principals) the Director of Education will determine the members of the interview panel, every effort will be made to include the local Board trustee.
- 3.4 The Human Resources department will be responsible for providing members of the interview panels with file information on all applicants.
- 3.5 A standard interview format will be used for all candidates in the same position and will be based upon behavioral descriptive interviewing techniques.
- 3.6 Members of the interview panel will be responsible for arranging interview times and locations.
- 3.7 Criteria to be considered when selecting non-teaching staff is as follows: related years of experience; formal education and training; northern resident; the ability to speak Cree or Dene. Past performance and evaluations of internal candidates.
- 3.8 All costs up to \$200 incurred by persons relative to their attendance at interviews shall be at the expense of the applicants unless prior authorization has been obtained from a Superintendent. For cost exceeding \$200, to be determined at the discretion of the Director of Education or designate.

4 Offers of Employment

- 4.1 The Director of Education or designate based on the recommendation of the appropriate superintendent, shall be responsible for approving all offers of employment made to selected applicants.
- 4.2 References on candidates being offered positions shall be checked with a minimum of two (2) previous supervisors (one being the current supervisor) prior to any offer of employment being made. Discussions with previous supervisors and a review of the personnel file will normally occur for internal candidates.
- 4.3 The supervisor and/or superintendent will ensure a New Hire check list is completed and submitted with proper enclosures (resume, completed reference checks, criminal record check, declaration if necessary and education documentation) to the Human Resources department.
- 4.4 Letters of offer or teacher contracts shall be prepared by the Human Resources Department and approved by the Director of Education. All offers are subject to the receipt of a satisfactory criminal record check from the local RCMP detachment or local police service, required educational documents including teaching certificate.
- 4.5 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 Board Policy and/or the Provincial Collective Agreement (teaching staff).

5 Casual employees and Substitute teachers

- 5.1 Casual employees and substitute teaching positions will be advertised and staffed according to the guidelines, creating a pool of approved casual and substitute employees to select from when required.
- 5.2 Criminal record checks must be completed for all casual and/or temporary employees
- 5.3 **Casual employees** will be paid \$15 per hour for Facilities and \$13.60 for school/office unless prior authorization has been submitted by the Supervisor/Principal to Superintendent of Human Resources for approval.

5.3.1 After 6 months the casual contract is automatically terminated.

5.4 **Substitute Teachers** – A substitute teacher holding a valid teaching certificate will be paid Class IV Step 1 of the Provincial Teachers Salary grid; If a teacher substitutes three (3) or more days in the same school he/she shall be paid in accordance with the current provincial salary grid for his/her classification and experience.

Substitute teachers who hold a Temporary Teaching permit but who do not possess a permanent teaching certificate shall receive a daily allowance of one hundred and fifty dollars \$150. Application for a temporary teaching certificate must be completed for all new substitute teachers and subsequent applicants.

5.5.1 Substitute Teachers who hold a valid teaching certificate are required to register with the Saskatchewan Professional Teachers Regulatory Board (SPTRB) each year.

6 Teacher transfers (adapted from AP 414)

6.1 Transfers of teaching and other personnel shall normally occur at the end of the school year.

6.2 Updated written recommendations may be required by the Principal and Superintendent of Education or other relevant administrator for their schools being considered for transfer by teachers or other employees within the Division.

6.3 All employees requesting transfers shall be required to complete the Notice of Intent to Transfer form along with a current resume.

6.4 It is the responsibility of the employee seeking a transfer to apply for vacant positions as they are advertised.

6.5 Once all documentation is received employees applying for positions will be required to complete the staffing protocol as per these guidelines.

*Reference: Sections 85, 87, 108, 109, 110, 174, 175 Education Act
Human Rights Code*

Also see:

AP400-Appendix A Reference Research and Criminal Record Check

FORMS: 400-1 Notice of Hire
400-2 Employee Benefit Changes
400-4 Direct Deposit
400-5 Emergency Contact Information
400-6 Teacher Reference Questions
400-7 Oath of Confidentiality