

STAFF RECRUITMENT – SUPPORT

Background

Support staff are vital to the provision of quality educational programs and must be recruited in an effective, efficient and fair manner.

The Division supports the recruitment and efficient deployment of qualified support staff to meet students' educational needs.

Procedures

1. In recruiting support staff the following criteria will be considered:
 - 1.1 Needs of Division students as perceived by the Division administration.
 - 1.2 Provisions of current collective agreements.
 - 1.3 Candidates' interests, knowledge, education, ability, skills and seniority with the Division, when applicable.
 - 1.4 Candidate's suitability and compatibility based upon past performance and experience.
2. The Principal is delegated authority to select and hire non-teaching staff for the school.
3. The Superintendent is delegated authority to select Division office support staff.
4. The Superintendent is responsible for establishing support staff recruitment procedures, communicating these to school administration and monitoring their implementation.

Reference: Section 225, *Education Act*