



ADMINISTRATIVE PROCEDURE 400 PERSONNEL SELECTION

Background

Grande Yellowhead Public School Division (GYPSD) believes that in fulfilling its responsibility to the students in its care it must strive to attract, secure and retain the best qualified and most effective personnel for all staff positions. All employees are employees of GYPSD and are assigned duties within the division by a supervisor designated by the division.

Procedures

1. All procedures must comply with applicable federal/provincial legislation or regulations, collective agreements and board policy.
2. The responsible administrator will identify staff vacancies in his/her department or facility and identify the qualifications required to fulfill the responsibilities of the position.

2.1 Identification of Personnel Need

The following table defines the administrators responsible for identifying personnel needs, and identifying the qualifications required to fulfill the responsibilities in the position.

| Responsible Administrator | Position |
|-----------------------------|---|
| Board Committee | <ul style="list-style-type: none"> • Superintendent |
| Superintendent | <ul style="list-style-type: none"> • Chief Deputy Superintendent • Assistant Superintendents • Principals • Manager – Communication Services • Executive Assistant |
| Chief Deputy Superintendent | <ul style="list-style-type: none"> • Director – Human Resources • Payroll Benefit Staff |

| | |
|--|---|
| Assistant Superintendent - Business Services | <ul style="list-style-type: none"> • Director – Transportation Services • Director – Facility Services • Director – Financial Services • Educational Services Centre Secretarial |
| Assistant Superintendent – Learning Services | <ul style="list-style-type: none"> • Assessment and Educational Consultant Personnel • Supervisors – Learning Services • Information Technology Staff • Family School Liaison Workers • First Nations, Métis and Inuit Workers |
| Director – Financial Services | <ul style="list-style-type: none"> • Financial Services Personnel |
| Director - Facility Services | <ul style="list-style-type: none"> • Assistant Director – Facility Services • Facilities Personnel |
| Director – Transportation Services | <ul style="list-style-type: none"> • Bus Drivers • Transportation Personnel • Transportation Related Contractors |
| Principals | <ul style="list-style-type: none"> • Assistant Principals • Teachers • School Support Staff |

3. Advertising and Posting Positions

- 3.1 Advertising for staff vacancies shall be the responsibility of the Superintendent or designate.
- 3.2 Subject to the conditions of any applicable collective agreement, all vacancies shall be advertised unless exempted from open competition by the Superintendent.
- 3.3 The Superintendent or designate will determine the means and extent of advertising for any position subject to the conditions of any applicable collective agreement.
- 3.4 At the close of the competition the file of applicants shall be passed to the Director – Human Resources.

4. Selection of Personnel

- 4.1 In accordance with legal and contractual obligations, the responsible administrator will select the candidate best suited to fulfill the requirements of the position.

- 4.2 The responsible administrator shall review the applications for the position and in consultations with the Chief Deputy Superintendent – Leadership Services and Human Resources shall make a short list for a complete reference check and interview.
- 4.3 The responsible administrator shall determine the composition of any selection committee. The following model, where appropriate, is recommended for the composition of interview teams:

| Position | Selection Committee | Responsible Administrator |
|---|--|--|
| <ul style="list-style-type: none"> • Superintendent | <ul style="list-style-type: none"> • Board Committee | Board Chair |
| <ul style="list-style-type: none"> • Chief Deputy Superintendent • Assistant Superintendents • Principals | <ul style="list-style-type: none"> • Superintendent • Board Representatives • Others determined by Superintendent | Superintendent |
| <ul style="list-style-type: none"> • Director – Transportation Services • Director – Facility Services • Director – Financial Services • Director – Human Resources • Manager – Communication Services | <ul style="list-style-type: none"> • Superintendent • Others determined by Superintendent | Superintendent |
| <ul style="list-style-type: none"> • Supervisors – Learning Services • Assessment and Educational Consultant Personnel • Educational Project Personnel | <ul style="list-style-type: none"> • Superintendent • Assistant Superintendent(s) | Chief Deputy Superintendent or Assistant Superintendent as appropriate |
| <ul style="list-style-type: none"> • Executive Assistant | <ul style="list-style-type: none"> • Superintendent • Assistant Superintendent – Business Services | Superintendent |
| <ul style="list-style-type: none"> • Principals | <ul style="list-style-type: none"> • Superintendent • Chief Deputy Superintendent • School-Based Staff Rep. • Board Representative(s) • One School Council Representative | Superintendent |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> • Assistant Principals | <ul style="list-style-type: none"> • Principal • Chief Deputy Superintendent • School-Based Staff Rep. | Chief Deputy Superintendent |
| <ul style="list-style-type: none"> • Teacher | <ul style="list-style-type: none"> • Chief Deputy Superintendent • Principal | Chief Deputy Superintendent |
| <ul style="list-style-type: none"> • School Support Staff | <ul style="list-style-type: none"> • Principal • Assistant Principal | Principal |
| <ul style="list-style-type: none"> • Education Services Centre Secretarial staff | <ul style="list-style-type: none"> • Appropriate Director • Director – Human Resources | Appropriate Director |
| <ul style="list-style-type: none"> • Human Resources Staff | <ul style="list-style-type: none"> • Chief Deputy Superintendent • Director – Human Resources | Director – Human Resources |
| <ul style="list-style-type: none"> • Financial Services Staff | <ul style="list-style-type: none"> • Assistant Superintendent – Business Services • Director – Financial Services | Director – Financial Services |
| <ul style="list-style-type: none"> • Information Technology Staff • Family School Liaison Workers • FNMI Workers | <ul style="list-style-type: none"> • Assistant Superintendent – Learning Services • Appropriate Supervisor | Assistant Superintendent – Learning Services |
| <ul style="list-style-type: none"> • Maintenance Staff | <ul style="list-style-type: none"> • Director – Facilities Services • Assistant Superintendent – Business Services | Director – Facilities Services |
| <ul style="list-style-type: none"> • Bus Drivers & Transportation Staff | <ul style="list-style-type: none"> • Director - Transportation Services • Assistant Superintendent – Business Services | Director - Transportation Services |

4.4 The responsible administrator shall ensure that the selection committee considers academic training, experience, personal values and personality and any other relevant qualities when determining an applicant's suitability in the selection process.

5. Recognizing the consultative and collaborative decision-making model described in Administrative Procedure 105 – School-Based Decision Making, Administrative Procedure 110 – School Councils, and Administrative Procedure 402 – Personnel Organization, committees established for the selection of a person to fill a principal position will include school council representation.

- 5.1 The responsible administrator will excuse the School Council representative from the selection committee once the following has taken place:

- 5.1.1 The responsible administrator has advised all members of the selection committee about the confidentiality of information collected during the interview process;

- 5.1.2 The interviews are complete; and

- 5.1.3 The representative has advised the other committee members of his/her preference in candidates.

6. Hiring of Personnel

The Superintendent or designate shall be responsible for hiring the selected candidate.

- 6.1 Subject to the provisions of any applicable collective agreement, the responsible administrator shall communicate to the Superintendent or designate the candidate identified by the selection committee. Instances may arise that result in the non-hiring of the candidate chosen by the selection committee. In these instances, the responsible administrator shall provide reasoning and rationale for this decision to the members of the selection committee.

- 6.2 The Superintendent or designate shall formally appoint the successful candidate to the position, be it a substitute position, a casual position, a temporary position or a permanent position, only after ensuring that:

- 6.2.1 A thorough reference check has been completed;

- 6.2.2 The prospective employee who will be using division-owned vehicles has submitted a driver's abstract;

- 6.2.3 The prospective employee has submitted a Criminal Record Check Certificate from the RCMP under the Criminal Code or the Controlled Drugs and Substances Act and a Child Welfare Check from Alberta Children's Services, or the equivalent as requested. The Superintendent or designate may require a candidate to update any of these documents as a condition of employment;

- 6.2.4 In the event that the prospective employee does not provide a Criminal Record Check Certificate and a Child Welfare Record Check as required, he/she may be refused further consideration for employment with the Division or may be offered conditional employment subject to the submission of these documents;

- 6.3 In the event the prospective employee has been given employment conditional to the receipt of the documents identified in Procedure 6.2.4 and is subsequently found to have a criminal record or an entry in the Child Welfare Check, then the prospective employee shall be given an opportunity to discuss the matter with the responsible administrator and the Superintendent or designate before determining whether the employment will continue. A summary of the consultation between the responsible administrator concerned and the Superintendent or designate shall be placed in the individual's personnel file. The summary must include any employment decisions made at that meeting and any reasons or supporting information for those decisions and be signed by the responsible administrator and the Superintendent or designate.
- 6.4 The Superintendent or the responsible administrator concerned shall ensure that applicants are notified of the result of the selection, in accordance with advertising practices.

7. Temporary Staff

- 7.1 The Principal of the school concerned or the department head concerned shall authorize the employment of the following personnel:
 - 7.1.1 Substitute teachers as defined in Section 100 of the School Act;
 - 7.1.2 Non-certificated classroom supervisors;
 - 7.1.3 Casual employees as defined in Section 1.03 of the CUPE collective agreement; or
 - 7.1.4 Spare bus driver
- 7.2 Employees hired under this section shall be selected from a list of approved candidates prepared by the:
 - 7.2.1 Chief Deputy Superintendent in the case of substitute teachers, non-certified classroom supervisors and casual or temporary personnel who are to be employed in the schools; and
 - 7.2.2 Director - Transportation Services in the case of spare bus drivers.

8. Records

- 8.1 The file of applications shall be returned to the Education Services Centre for retention in accordance with the GYPSD Records Classification and Retention System.

Developed: November 2005
 Amended: May 3, 2006
 Amended: March 5, 2008
 Amended: November 21, 2012
 Amended: February 4, 2015
 Amended: May 3, 2017
 Amended: September 1, 2017