

PERSONNEL SELECTION

Background

The Division 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 the Division 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 of facility. The minimum qualifications required for an application are:
 - Cover letter;
 - Resume;
 - References (5);
 - Transcripts to support documentation; and
 - Any pertinent certifications required.

2.1 Identification of Personnel Need

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

Responsible Administrator	Position
Board	<ul style="list-style-type: none"> ● Superintendent
Superintendent	<ul style="list-style-type: none"> ● Deputy Superintendent ● Assistant Superintendent ● Secretary Treasurer ● Principals ● Manager – Communication Services ● Executive Assistant
Deputy Superintendent	<ul style="list-style-type: none"> ● Human Resources Staff
Secretary Treasurer	<ul style="list-style-type: none"> ● Director – Facility Services ● Financial Services Staff ● Administrative Assistant

Assistant Superintendent – Learning Services	<ul style="list-style-type: none"> ● Assessment and Education Consultant Personnel ● Director - Inclusive Education ● Director - Technology Services ● Supervisor – Learning Services, Mentorship and Assessment ● Information Technology Staff ● Family School Liaison Workers ● First Nations, Métis and Inuit Workers
Assistant Superintendent - Secondary Learning/Programming	<ul style="list-style-type: none"> ● Director - Transportation Services
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.
- 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 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 consultation with the Deputy Superintendent, 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 	Board Chair
<ul style="list-style-type: none"> ● Deputy Superintendent ● Assistant Superintendents ● Secretary Treasurer ● 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 ● 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 Education Consultant Personnel ● Education Project Personnel 	<ul style="list-style-type: none"> ● Superintendent ● Assistant Superintendent 	Deputy Superintendent or Assistant Superintendent as appropriate
<ul style="list-style-type: none"> ● Executive Assistant 	<ul style="list-style-type: none"> ● Superintendent ● Secretary Treasurer 	Superintendent
<ul style="list-style-type: none"> ● Principals 	<ul style="list-style-type: none"> ● Superintendent ● Deputy Superintendent ● School-Based Staff Representative ● Board Representative(s) ● One (1) School Council Representative 	Superintendent
<ul style="list-style-type: none"> ● Assistant Principals 	<ul style="list-style-type: none"> ● Deputy Superintendent ● Principal ● School-Based Staff Representative 	Deputy Superintendent

<ul style="list-style-type: none"> • Teacher 	<ul style="list-style-type: none"> • Deputy Superintendent • Principal 	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"> • Deputy Superintendent 	Deputy Superintendent
<ul style="list-style-type: none"> • Financial Services Staff 	<ul style="list-style-type: none"> • Secretary Treasurer 	Secretary Treasurer
<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"> • Secretary Treasurer • Director – Facility Services 	Director – Facility Services
<ul style="list-style-type: none"> • Bus Drivers and Transportation Staff 	<ul style="list-style-type: none"> • Secretary Treasurer • Director – Transportation 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 401 – 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 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 the candidate identified by the selection committee.
 - 6.1.1 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 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 Intervention Record Check from Alberta Children's Services, or the equivalent as requested. The Superintendent 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 Intervention 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 clause 6.2.4 and is subsequently found to have a criminal record or an entry in the Child Intervention Record Check, the prospective employee shall be given an opportunity to discuss the matter with the responsible administrator and the Superintendent before determining whether the employment will continue.
 - 6.3.1 A summary of the consultation between the responsible administrator concerned and the Superintendent shall be placed in the individual's personnel file.
 - 6.3.2 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.
- 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 drivers.
- 7.2 Employees hired under this section shall be selected from a list of approved candidates prepared by the:
 - 7.2.1 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 Division Records Classification and Retention System.

Reference: Section 13, 16.2, 20, 30, 44, 45, 45.1, 51, 60, 61, 113 School Act

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