

FORT LA BOSSE SCHOOL DIVISION

TITLE - **RECRUITMENT, SELECTION, PLACEMENT ON SCALE AND RESIGNATION OF INSTRUCTIONAL AND NON-INSTRUCTIONAL PERSONNEL*** POLICY - **GBAC***

Resolution # - 66/18

Cross Reference -

Legal Reference -

Last Reviewed - 09/04/18

A. Recruitment and Selection

1. Vacancies will be advertised when deemed necessary by appropriate Division Senior Administrative personnel.
2. Of the position vacancies to be advertised, and where time permits, instructional position vacancies will be advertised in all local newspapers, and may be advertised in at least one daily newspaper in the Province, and non-instructional position vacancies will be advertised in all local newspapers.
3. Special instructional and non-instructional position vacancies, such as, Superintendent, Secretary- Treasurer, and Supervisor of Operations, will be advertised in those newspapers specified by the Board.
4. The Superintendent, or designate, will conduct interviews for the positions of Instructional Personnel (including Teachers), Co-ordinators and Consultants, Computer Technicians, Educational Assistants, School Librarians, In-School Administrative Assistants and other educational resource personnel.
5. The Principal concerned, or designate in the event of unavoidable absence, will be present at the interviews with candidates for the positions of: Teacher, Educational Assistants, School Librarians, In-School Administrative Assistants, and Head Custodian.
6. The School Trustee(s) may be present at the interviews with candidates for Teacher positions.
7. The Superintendent will conduct the interviews with candidates for Principal positions; up to three Trustees may be present.
8. Senior Administrative personnel noted below will conduct interviews with candidates for the positions listed to the right of each:

Supervisor of Operations:

Bus Drivers
Custodial Staff
Bus Garage Personnel
Maintenance Personnel

Secretary- Treasurer:

Division Office Administrative Personnel

Appropriate Senior Administrative personnel, in addition to the interviewer, may be present at the interviews.

9. School Trustees may be present at the interviews with candidates for positions under the authority of the Supervisor of Operations.
10. The responsibility to hire for specific positions will remain with the appropriate Division Office Senior Administrative Personnel, as noted above, who will utilize those others who are present at interviews, as resource persons only.
11. The hiring of Division Office Senior Administrative Personnel will be conducted in a manner as determined by the Board from time to time.
12. Substitute teachers resident within the Fort La Bosse School Division will be given preference in hiring for substitute teacher positions, where possible.
13. Factors that are to influence the selection of instructional personnel are:
 - i) academic qualifications
 - ii) training and certification
 - iii) professional competence
 - iv) personality and compatibility
 - v) suitability for the position
 - vi) professional attitude
14. Factors that are to influence the selection of non-instructional personnel are:
 - i) academic qualifications
 - ii) training and competence
 - iii) personality and compatibility
 - iv) suitability for the position
 - v) attitude

15. Notwithstanding any of the above clauses, no employee or trustee will participate directly in the recruitment process for a specific vacancy if a candidate for that vacancy is a member of the employee's or trustee's immediate family or his/her spouse's immediate family. For the purposes of this policy, "immediate family" will mean spouse, child, parent, brother or sister including all common-law and step relationships.
16. Notwithstanding clause #15, a candidate for any vacancy, who is a member of the immediate family of an employee or his/her spouse, or of a trustee or his/her spouse, will be given the same opportunity and consideration in the recruitment process as any and all other candidates and clauses #13 and #14 will apply equally to all candidates.

For greater clarification, familial relationship will not be a factor in the recruitment process.

17. The successful applicants will be required to sign a position appropriate employment contract prior to their placement on staff and will be required to provide Child Abuse Registry and Criminal Reference reports.
18. Part time support staff will be selected and hired as required through procedures similar to those of full time staff, with pay adjusted on a pro-rated bases.

B. Placement on Scale

1. In no case will certified teaching staff be placed on the teacher salary scale, at the commencement of employment with the Division, at a higher level than is provided for in provincial legislation or the applicable collective agreement without prior review by and approval of the Board.
2. In no case will non-teaching staff be placed on the applicable salary scale, at the commencement of employment with the Division, at a level above the start rate without prior review by and approval of the Board.
3. For all employees, compensation and allowances beyond what is provided for in Division salary scales and collective agreements, and accelerated movement on salary scales, will not be granted without prior review by and approval of the Board.

C. Resignations

1. Subject to The Public Schools Act P250, Section 92(1), requests by teachers for extension of resignation deadline will be considered by the Superintendent on an individual basis; all other requests for extension of the deadline will be referred to the Superintendent for review and recommendation.

2. Resignations submitted by support staff may be accepted at any time, subject to applicable provincial legislation.

D. General Conditions

1. All hiring, resignations and terminations will be reported to the Board by the appropriate Senior Administrator.

