

Administrative Procedure 400

RECRUITMENT, SELECTION AND PLACEMENT

Background

All personnel appointed to staff in Saskatchewan Rivers Public School Division are to be of exemplary character and possess competency in the skills required for their positions. It is understood that they have been hired to assist the Division in carrying out its vision, mission, and goals in accordance with beliefs and guiding principles.

Saskatchewan Rivers Public School Division is an equal opportunity employer. We are committed to creating an inclusive workplace and having a workforce representative of the diverse communities we serve. We welcome diversity and encourage applications from all qualified individuals.

The Director shall be responsible for Administrative Council employment contracts and all other contracts shall be managed by Superintendents responsible for human resources.

Procedures

1. Teaching Staff

1.1 Recruitment, Selection and Placement

- 1.1.1 The superintendents responsible for human resources are responsible for the hiring of all teachers. The recruitment, selection and appointment procedures are determined by the Superintendents responsible for human resources.
- 1.1.2 The Superintendents responsible for human resources endeavor to employ the best qualified personnel for the division. In all cases the needs of students, skills and qualifications of the teacher, and the job description are to be matched as closely as possible.
- 1.1.3 A vacancy exists when there is an opportunity for a teacher to be placed on a temporary, replacement or continuous contract.
- 1.1.4 When a vacancy occurs, a competition and/or selection process shall occur as determined by the Superintendent(s) responsible for human resources:
 - 1.1.4.1 If a vacancy occurs after the start of the school year, transfers of teachers will only be considered if it is in the best interest of students.
 - 1.1.4.2 Vacancies occurring effective June 30 will be filled through the annual staffing process.
- 1.1.5 The principal, under the supervision of their superintendent, is responsible for placing and assigning teachers to specific teaching duties in the school.
- 1.1.6 Principals are to consider all in-school reassignments first when staffing their schools. Reassignments within the school may be initiated by a teacher or the principal. Reassignment within the school is to involve discussion with and informing the teachers involved.

1.2 Division-Initiated Teacher Transfers

- 1.2.1 Consideration of reassignments of teaching duties through transfer to another school may be initiated by the Director, their superintendent or by the principal.
- 1.2.2 Upon confirmation of the transfer the teacher is to receive notice in writing.

2. In-School Administrators
 - 2.1 The Superintendent(s) responsible for human resources are responsible for determining the process that will be used for filling vacant in-school administrative positions following Board Policy 16: Recruitment and Selection of Personnel.
 - 2.2 All in school administrator position shall be filled by the vice-principal and principal pools created by the Superintendent(s) responsible for human resources and the hiring committee.
 - 2.3 Administrative selections shall be reported to the Board after appointments have been made and before public announcement.
 - 2.4 The Director retains the prerogative to initiate transfers of in-school administrators.
3. Non-Teaching Staff – Division-Based
 - 3.1 Superintendent(s) responsible for human resources, in consultation with the appropriate Administrative Council member, are responsible for hiring non-teaching staff – division-based.
 - 3.2 The recruitment, selection, and placement procedures are determined by the Superintendent(s) responsible for human resources.
 - 3.3 Vacant positions are to be advertised as per the CUPE 4195 agreement where applicable. If it is a non-unionized position the position will be advertised both internally and externally.
 - 3.4 Staff members are to be employed under the conditions of the applicable employment contract with the division.
4. Non-Teaching Staff – School-Based
 - 4.1 Superintendent(s) responsible for human resources, in consultation with the appropriate Administrative Council member, is responsible for hiring non-teaching staff – school-based.
 - 4.2 The recruitment, selection, and placement procedures are to be determined by the Superintendent(s) responsible for human resources in consultation with the principal and appropriate supervisor.
 - 4.3 Vacant positions are to be advertised as per the CUPE 4195 agreement where applicable. If it is a non-unionized position the position will be advertised both internally, and externally.
 - 4.4 Staff members are to be employed under the conditions of the applicable contract with the division.

Reference: Sections 85, 87, 109, 174, 175 *The Education Act, 1995*
Human Rights Code

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