



POLICY:

REGULATION: GCD PROFESSIONAL STAFF HIRING

EXHIBIT:

Procedures:

1. a) Principals and supervisors are asked to send particulars of positions they want filled to the administrative assistant (personnel) at the Board Office.  
b) Ads may be placed in the appropriate newspapers by the administrative assistant (personnel) at the request of principals or supervisors indicating that applications shall be sent directly to them.
2. a) Principals and supervisors are asked to shortlist, interview, check references, run criminal and abuse registry checks, and make appropriate recommendations for hiring to the Superintendent (utilizing Form F-4-00). Attach the resumés of the recommended candidates.  
b) Recommendations for hiring resource or guidance personnel are to be forwarded to the Deputy Assistant Superintendent, Special Education, who will forward these to the Superintendent.
3. A minimum of 2 names, in order of preference, must be submitted for each position.
4. All applicants, interviewed, are to be informed, in writing, by principals or supervisors of the status of their application.

**Staffing of Immersion and Dual-Track schools**

When staffing immersion and dual-track schools, serious efforts must be made to select bilingual staff when these individuals are in daily contact with students. This would apply to all teaching and non-teaching staff.

**Principal Selection Process**

Vacant Principalship will be posted internally and externally (i.e. open competition). Interviews (of short-listed candidates) will be conducted by a committee of:

- Trustees
- Central Administration
- Parents
- Teachers
- Students (for senior high principalships)

The committee recommends a candidate to the Board. The Board makes the final appointment.

APPROVED:

REVISED:

SOURCE:

OTHER REFERENCE:



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### **Part-Time Teachers**

It is expected that part-time teachers should assume their share of extra-curricular and supervisory duties in proportion to the percentage of time they are employed.

Principals are asked to accommodate, if it is possible, for the staff meetings and in-service days, i.e. part-time teachers are expected to attend, but if their work is finished on administration days they might be released early.

Principals should endeavor to block the teaching time of part-time teachers in consecutive time blocks in order to avoid, as much as possible, waiting time between teaching periods.

### **RE: Part-time Teachers (Article 18.03 Collective Agreement)**

When there is an activity which the principal believes is necessary for the part-time teacher to attend during the non-contracted portion of the school day, the principal will send a request on the appropriate form F-44-92 to the Superintendent, indicating the nature of the activity along with an explanation of the necessity for the teacher's presence. The final approval rests with the Superintendent. The request should be sent to the Superintendent at least two weeks before the activity.

Payments for approved requests are issued only twice a year - in December and June.

### **Substitute Teachers**

#### A) Guidelines:

Principals are expected to ensure that they have qualified substitutes available to replace teachers on the days they are absent from school.

The use of unqualified substitutes should be avoided. An unqualified substitute cannot work more than 20 days in a school year throughout the province. Effort should be made to respect the language of instruction when hiring substitutes.

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Principals are asked to make every effort to expand their substitute lists. This might be done in the following ways:

1. By enlisting the help of staff to secure names of individuals willing to substitute.
2. By sharing lists with neighboring principals in or out of the Division.
3. By contacting the Administrative Assistant at the Division Office.
4. By advertising in local business places and local media.

Principals are required to submit, by September 30<sup>th</sup> of each year, their lists of substitutes, for the approval of the Superintendent.

B) Procedures:

1. Every teacher, including the principal and his assistants, must report days absent for sickness or for personal reasons, even if no substitutes was employed, on form F-92-01 and SC-1-91.
2. Every new substitute must obtain from the Department of Education proof of his classification, which he will submit to the Division in order to determine the substitute's salary.
3. Substitutes will not be deployed for less than half day. Lesser amounts of substitutes will be covered by existing teaching personnel.

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REVISED:

SOURCE:

OTHER REFERENCE:



POLICY:  
 REGULATION: Hiring Policy – Administrative Positions  
 EXHIBIT:

**Hiring Policy – Administrative Positions**

**Policy Statement**

SRSD strives to ensure that it fills vacancies with the most suitable candidate. SRSD believes in equal opportunity in employment practices without discrimination.

Position	Interview Committee		Process	Input
	Board	Administration		
Superintendent	Committee of the whole		Could include, but not limited to: <ul style="list-style-type: none"> <li>• Board appointment – no posting</li> <li>• Internal/external search – Board self-directed</li> <li>• Internal/external search with help of a consulting service</li> </ul>	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Senior administration</li> <li>• CEC</li> <li>• Trustees</li> </ul>
Assistant Superintendent Instruction	HR Committee	Superintendent	-Internal/external posting -Committee recommendation to the Board	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Trustees</li> <li>• Management Team</li> </ul>
Assistant Superintendent Student Services	HR Committee	Superintendent	-Internal/external posting -Committee recommendation to the Board	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Trustees</li> <li>• Management Team</li> <li>• Clinicians</li> </ul>
Secretary-Treasurer	HR Committee	Superintendent	-Internal/external posting -Committee recommendation to the Board	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Board Office staff</li> </ul>
Principals	4 Trustee Panel -3 local -1 HR Trustee	Superintendent Ass. Sup. Inst.	-Internal/external posting -Committee recommendation to the Board	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> <li>• Students (5 - 12)</li> </ul>
Vice-Principals		-Ass. Sup. Inst. -Principal	-Internal posting -Recommendation to the Superintendent	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students (5 - 12)</li> </ul>
Interim Appointments	Recommended by Administration IF vacancy occurs after April 30 or if vacancy is term in nature.		-Administration to advise Board of forthcoming appointments	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Management team</li> </ul>
	HR Consultant to serve as an administrative support for all hires.			

APPROVED: January 25, 2006  
 REVISED:  
 SOURCE:  
 OTHER REFERENCE:

White - Index  
 Green - Exhibits

Buff - Policies  
 Yellow – Regulations