



## **RECRUITMENT OF PERSONNEL**

Frontier School Division recognizes that people are one of the Division’s most valuable resources. The Division is committed to employing the best qualified people who can effectively contribute to the Division’s goals and objectives.

Recruitment and selection of all Division personnel is governed by policies E.1.A, Equal Opportunity for Employment, E.1.E, Conflict of Interest, E.1.D, Criminal Record Checks and Child Abuse Registry Checks and the Division’s recruitment model outlined in the attached regulations. This model details the process that is followed when vacancies are filled and outlines the roles and responsibilities of staff and school committees. It is to be used consistently for all positions throughout the Division.

Adopted September 1, 2009	Revised January 15-16, 2018	
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## RECRUITMENT OF PERSONNEL

This regulation clarifies the positions that are covered by this policy, the process that is to be followed and the responsibilities of staff and school committee.

### 1. Positions

The following positions are covered by this policy:

- a. Permanent Employees – Full-time and Part-time,
- b. Term Employees,
- c. Casual Employees,
- d. Student Employees.

Definitions of these positions are included in the glossary following the introduction to this section.

### 2. Vacancies

Vacancies are defined as:

- a. a position resulting from resignation or termination,
- b. a newly created position,
- c. a replacement for an employee away on leave of absence. (A leave of absence may be maternity leave, medical leave, special leave, sabbatical leave and short or long-term disability.)
- d. a term position. (These positions may be grant funded or project related.)

### 3. Process

#### a. Preference for Filling Vacancies

Applicants must have the necessary training, academic qualifications, experience and/or ability for the position advertised.

The Division will recruit the best candidate available to fill the position.

#### i. Teaching Positions

In the event of more than one (1) applicant being the best candidate, P.E.N.T. program graduates, qualified local community and Division residents, and Division graduates may be given preference.

#### ii. Support Staff Positions

In the event of more than one (1) applicant being the best candidate, local community residents, northern residents, and Division graduates may be given preference.

**b. Posting and Advertising Vacancies**

All vacancies will be, at a minimum, advertised locally in the school and in the community. Vacancies may also be advertised within the Division, regionally, provincially, or nationally.

**4. Roles and Responsibilities****a. Staff**

The role of staff in the recruitment of personnel is outlined below.

- i. The recruitment of Division Office staff is the responsibility of the Chief Superintendent, the Human Resources department and the appropriate supervisor.
- ii. The recruitment of Area Superintendents is the responsibility of the Chief Superintendent who, as per policy, shall consult with the appropriate Area Advisory Committee and/or School Committees and the Human Resources department.
- iii. The recruitment of Administrators (Principals and Vice-Principals) is the responsibility of the Area Superintendent. The Human Resources department shall be involved in the recruitment of Administrators. School Committees shall be involved in the selection of Administrators.
- iv. The recruitment of teachers is the responsibility of the Area Superintendent. The Human Resources department shall be involved in the recruitment of teachers. Principals and School Committees shall be involved in the selection of teachers.
- v. The recruitment of school-based support staff is the responsibility of the Area Superintendent. Principals and School Committees shall be involved in the interview and selection of school-based support staff.
- vi. The recruitment of Area support staff is the responsibility of the Area Superintendent. The Area Advisory Committee shall be involved in the interview and selection of Area support staff.

**b. School Committees**

The School Committee is an important voice of the community and the Division considers their full and active participation to be vital per Section 17(6) of *The Public Schools Act*.

In extenuating circumstances, the Area Superintendent and/or Principal may need to recruit staff with minimal or no involvement of School Committees. In such circumstances, the Area Superintendent and/or Principal shall consult the School Committee.

**5. Appointment Process**

**a. Notification to Unsuccessful Applicants**

Notice will be provided to all unsuccessful applicants interviewed.

**b. Authorization of Appointments**

A teacher recommendation form is to be completed and submitted to the Human Resources department for review and to the Area Superintendent for approval prior to offering any teaching position.

Area Superintendents are to review their recommendation of Principal candidates with the Chief Superintendent prior to offering the position.

Prior to the employee commencing employment, the Principal/Supervisor shall complete and submit an appointment form to the Area office.

All appointments, employment offers and/or contracts shall be authorized in writing by the Chief Superintendent or designate.

**c. Required Qualifications, Criminal Record and Child Abuse Registry Checks**

All appointments are conditional upon the verification of required qualifications and clear Criminal Record (including Vulnerable Sector Search) and Child Abuse Registry checks.

- i. Criminal Record and Child Abuse Registry checks must be submitted to the Human Resources department.
- ii. Where a criminal record exists, the Division’s policy on Criminal Record Checks, E.1.D, applies.

**d. Relocation Expenses**

Relocation expenses for support staff are covered under Policy E.2.F.

Information: [Policy E.2.F – Relocation Expenses – Support Staff](#)

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