

## Administrative Procedure 401

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### STAFF EMPLOYMENT: RECRUITMENT, SELECTION AND APPOINTMENT

#### Background

The Division believes in recruiting, selecting and appointing competent, qualified and team-oriented employees.

#### Procedures

1. Teaching Staff
  - 1.1 The responsibility for coordinating the recruitment and recommendation to hire teachers rests with the Principal.
  - 1.2 The Superintendent is, on behalf of the Division, responsible for the hiring of teachers based on the Principal's recommendation. This responsibility is delegated to the Deputy Superintendent.
  - 1.3 Notwithstanding the above, each Principal, in consultation with the Deputy Superintendent, is delegated the authority to recruit and recommend for hire such staff for their school, subject to *Board Policy* and these *Administrative Procedures*.
  - 1.4 Recruitment for vacancies shall normally follow the *Northern Gateway Public Schools Staffing Procedures Process*, unless otherwise directed by the Deputy Superintendent. If a vacancy occurs outside the timeline of the *Northern Gateway Public Schools Staffing Procedures Process* for a given school year, an open competition will be used. A teacher currently employed with the Division who wishes to be considered for an open position shall submit the application information specified in the advertisement. Throughout the competition process a Principal shall consider the application of internal candidates using the same criteria as used with all other applicants.
  - 1.5 The major considerations in the selection of employees to a position shall be student, school and program needs, and the needs of the Division as a whole.
    - 1.5.1 Additional criteria for consideration are:
      - Professional experience and training;
      - Educational services required in Division schools;

- Specialized training required for available positions;
- Team fit of the teacher;
- Contribution the employee can make in a new position;
- Opportunity for professional growth; and
- Other factors deemed relevant by the Deputy Superintendent.

1.5.2 Reference Information:

- Positive written references provided by the applicant and/or as specified as in the job posting, and
- Positive verbal and/or written references from current or previous employers.

1.6 The Deputy Superintendent shall formalize, in writing, each hiring of a teacher.

1.7 The recruitment and hiring process shall be in accordance with the *Education Act*, and the following procedures:

1.7.1 Vacancy

The Principal shall:

- Refer to the *Northern Gateway Public Schools Staffing Procedures Process*;
- Refer to this **Administrative Procedure 401 Staff Employment: Recruitment, Selection and Appointment, Selection and Appointment**;
- Determine staffing needs and consider budget implications and viability;
- Consult with the Deputy Superintendent;
- Determine whether the position will be full-time, part-time, temporary, interim or probationary;
- Determine the full time equivalency of the position;
- Develop a description of the teaching assignment;
- Determine a start date for the position; and
- Establish the closing date on the advertisement.

### 1.7.2 Advertising

The Principal is responsible for:

- Emailing the information identified in 1.7.1 to the Deputy Superintendent's office for posting on Apply to Education (advertised to Indeed, job search engine) website via Northern Gateway Public Schools' website;
- Advertising positions in local newspapers and/or other newspapers is at the discretion and expense of the school;
- Referring to Apply to Education to check for possible candidates who have applied through the online job postings; and
- Acquiring permission from the Deputy Superintendent to forgo external advertising under emergent situations, short-term temporary placements or Superintendent's discretion as per Section G. Superintendent's Discretion, Staffing Procedures Process.

The Deputy Superintendent is responsible for:

- Posting the advertisement Apply to Education website via the Northern Gateway Public Schools' website; and
- Sending an email to the Northern Gateway Public Schools' staff giving notification of a job posting on the Northern Gateway Public Schools' website.

### 1.7.3 Application Review, Shortlisting, Interview Process and Job Offer

1.7.3.1 The Principal is responsible for:

- Ensuring that the recruitment and hiring process shall be in accordance with the *Education Act* and the following procedures;
- Reviewing the applications, shortlisting and arranging interview times;
- Involving appropriate stakeholders and establishing an Interview Committee;
- Providing the Interview Committee with the application information submitted by those shortlisted for the interview;
- Establishing a fair and consistent interview process;
- Checking references;

- Receiving and verifying a Release of Results of a Vulnerable Sector Check that is clear and current within three (3) months, prior to making a recommendation of employment to the Deputy Superintendent;
- Reviewing feedback from the Interview Committee;
- Ensuring that a release will be granted from another Division, if applicable;
- Recommending a successful candidate to the Deputy Superintendent;
- Making a verbal offer to the successful candidate, specifying the length of time that the offer is valid; and
- Notifying unsuccessful candidates, after receiving confirmation of acceptance from the successful candidate.

1.7.3.2 A relative or family member of an employee may work in the Division provided that there is not conflict of interest or the opportunity to exercise favoritism:

- An employee is prohibited from being a direct supervisor of a relative or family member where the supervisor:
  - Performs evaluations;
  - Assigns duties;
  - Approves requisitions;
  - Determines salary; or
  - Decides on promotion, retention, transfer or termination.
- An employee shall not be involved in the selection process of a relative or family member; and
- When a potential conflict of interest or favoritism situation is evident, the Deputy Superintendent shall attempt to provide an alternate place of work.

#### 1.7.4 Formalized Written Offer

##### 1.7.4.1 The Principal will provide the Deputy Superintendent with:

- A completed Staffing Information form, along with the following documentation requested on that form:
  - Resume;
  - Release of Results of Vulnerable Sector Check that is clear and current within three (3) months; and
  - Valid Alberta Teaching Certificate.

##### 1.7.4.2 The Deputy Superintendent is responsible for:

- Preparing and forwarding a hire letter to the new employee indicating contract type, FTE and location;
- Directing the new employee to the Northern Gateway Public Schools' website/human resources/resources for a copy of the *ATA Collective Agreement* and benefit package;
- Providing an Onboarding package that contains benefit forms and all other relevant hiring personnel information;
- Providing the Principal with a copy of the hire letter; and
- Providing the Payroll Department with a copy of the hire letter and the signed contract when returned by the employee.

##### 1.7.3 The Employee is responsible for:

- Signing and returning all required forms within the specified deadlines;
- Submitting to the Payroll Department proof of training (transcripts and TQS Statement); and
- Submitting to the Payroll Department proof of related experience (from previous employers).

## 2. Support Staff

### 2.1 Vacancy

#### 2.1.1 The Principal or Site Manager shall:

- Refer to this **Administrative Procedure 401 Staff Employment: Recruitment, Selection and Appointment;**
- Determine staffing needs and consider budget implications and viability;
- Consult with and secure approval from the Deputy Superintendent to proceed with the hiring;
- Consult with the Deputy Superintendent to determine whether the position will be casual, temporary, part-time, or full-time;
- Determine the full time equivalency for the position;
- Develop a specific job description, if different from the standard general job description;
- Determine a start date for the position;
- Determine a closing date on the advertisement;
- Follow the process in the *Terms of Employment* for Non-CUPE employees or the *CUPE Collective Agreement* for CUPE employees: forego advertising if the Principal or Site Manager decides to fill the position with an individual who was employed at the school/site at the conclusion of the previous school year and such hiring occurs prior to September 30 of the subsequent year and if applicable, align with the terms in the *CUPE Collective Agreement*.

### 2.2 Advertising

#### 2.2.1 The Principal or Site Manager is responsible for:

- Emailing the information identified in 2.1.1 to the Deputy Superintendent's Office for posting Apply to Education (advertised to Indeed, job search engine) website via Northern Gateway Public Schools' website;
- Advertising positions in local newspapers and/or other newspapers at the discretion and expense of the school;
- Acquiring permission from the Deputy Superintendent to forgo external advertising under emergent situations or short-term temporary placements.

2.2.2 The Deputy Superintendent is responsible for:

- Posting the advertisement on Apply to Education website via the Northern Gateway Public Schools' website; and
- Sending an email to the Northern Gateway Public staff giving notification of a job posting on the Northern Gateway Public Schools' website.

2.3 Application Review, Shortlisting, Interview Process and Job Offer

2.3.1 The Principal or Site Manager is responsible for:

- Ensuring that the recruitment and hiring process shall be in accordance with the *Education Act* and the following procedures:
- Reviewing the applications, shortlisting and arranging interview times;
- Involving appropriate stakeholders and establishing an Interview Committee, if necessary;
- Establishing a fair and consistent interview process;
- Checking references;
- Receiving and verifying Release of Results of Vulnerable Sector Check that is clear and current within three (3) months, prior to making a recommendation of employment to the Deputy Superintendent;
- Recommending the successful candidate to the Deputy Superintendent;
- Making a verbal offer to the successful candidate, specifying the length of time that the offer is valid; and
- Notifying unsuccessful candidates, after receiving confirmation of acceptance from the successful candidate.

2.3.2 A relative or family member of an employee may work in the Division provided that there is no conflict of interest or the opportunity to exercise favoritism:

- An employee is prohibited from being a direct supervisor of a relative or family member where the supervisor:
  - Performs evaluations;
  - Assigns duties;
  - Approves requisitions;
  - Determines salary; or

- Decides on promotion, retention, transfer or termination.
- An employee shall not be involved in the selection process of a relative or family member; and
- When a potential conflict of interest or favoritism situation is evident, the Deputy Superintendent shall attempt to provide an alternate place of work.

## 2.4 Formalized Written Offer

### 2.4.1 The Principal or the Site Manager will provide the Deputy Superintendent with:

- A completed Staffing Information form along with the following documentation requested on that form;
  - Resume;
  - Job Description (*Appendix 1 of the Classification Guide for School Based Support Positions*);
  - C Level Classification (*Appendix 2 of the Classification Guide for School Based Support Positions*);
  - Release of Results of a Vulnerable Sector Check that is clear and current within three (3) months; and

### 2.4.2 The Deputy Superintendent is responsible for:

- Classifying the position and determining the grid placement;
- Preparing and forwarding a hire letter to the new employee indicating contract type, anticipated duration of position and FTE/average hours worked weekly;
- Providing the new employee with *Terms of Employment/Addendum or CUPE Collective Agreement*, and benefit package; and
- Copying the Principal, Payroll Department and CUPE President if the position is within the scope of the *CUPE Collective Agreement*.

### 2.4.3 The employee is responsible for:

- Signing and returning all required forms within the specified deadlines;
- Submitting proof of relevant training (transcripts and/or Certificates) to the Human Resources Department; and
- If the above proof of training is not provided the employee will be placed at the bottom of the appropriate grid.



### 3. School-Based Administrators

- 3.1 The responsibility for coordinating the recruitment and appointment of School-Based Administrators rests with the Superintendent/Designate.
- 3.2 Recruitment for all such vacancies shall normally be open competition unless otherwise directed by the Superintendent/Designate.
- 3.3. All such appointments shall be for a specified length of time, with the initial appointment being no more than one (1) school year in length or the duration of the school year.
- 3.4 Upon completion of any administrative term appointment, the Superintendent/Designate may allow the appointment to expire or offer to continue the appointment for an additional specific term ranging up to three (3) years. This is subject to the employee's evaluation and the recommendation from the employee's Principal or Superintendent/Designate.
- 3.5 A School-Based Administrator with a proven competence record may be considered for a term contract ranging up to five (5) years duration.
- 3.6 At least once during the term of each appointment and not less than three (3) months prior to its expiry date, each School-Based Administrator shall receive a written evaluation completed by the Superintendent/Designate. An evaluation procedure is followed by the Principal (for Assistant Principals) and the Superintendent/Designate (for Principals).
  - First year as a Principal/Assistant Principal with the Division, probationary year;
  - In an acting position for not less than 6 consecutive months;
  - On a three (3) year cycle for Principals/Assistant Principal new to the principalship/assistant principalship or the Division, or five (5) year cycle for experienced Principals/Assistant Principals in their current position from the date of the last comprehensive evaluation;
  - Recommendation for permanent certification; or
  - Upon the request of the Principal/Assistant Principal or Superintendent.
- 3.7 Applicants must have demonstrated excellence in nine leadership competencies outlined in the *Leadership Quality Standard*:
  - Fostering Effective Relationships;
  - Modeling Commitment to Professional Learning;
  - Embodying Visionary Leadership;
  - Leading a Learning Community;

- Supporting the Application of Foundational Knowledge about First Nations, Metis and Inuit;
  - Providing Instructional Leadership;
  - Developing Leadership Capacity;
  - Managing School Operations and Resources; and
  - Understanding and Responding to the Larger Societal Context.
- 3.8 Professional Preparation and Experience – Principals/Assistant Principals
- A completed Staffing Information form along with the following documentation requested on that form;
  - Academic and professional training at the graduate level is strongly recommended, in a related educational field;
  - A minimum of five (5) years successful teaching experience; and
  - Participation in and completion of the of the NGPS BUILDING Program is preferred.
4. Division-Based Administrators/Coordinators/Directors
- 4.1 The responsibility for coordinating the recruitment and appointment of Division- Based Administrators/Coordinators/Directors rests with the Superintendent/Designate.
- 4.2 Recruitment for all such vacancies shall normally be open competition unless otherwise directed by the Superintendent/Designate.
- 4.3 All such appointments shall be for a specified length of time, with the initial appointment being of not more than one (1) year in length.
- 4.4 Upon completion of any term appointment, the Superintendent/Designate may allow the appointment to expire or offer to continue the appointment for an additional specific term ranging up to three (3) years. This is subject to the employee's evaluation and the recommendation from the Superintendent/Designate.
- 4.5 An employee with a proven competence record may be considered for a term contract ranging up to five (5) years duration.
- 4.6 At least once during the term of each appointment and not less than three (3) months prior to its expiry date, each employee shall receive a written evaluation completed by the Superintendent/Designate.



Reference: Education Act 196, 197, 198, 199, 202, 204, 205, 222, 225 Freedom of Information and Protection of Privacy Act Alberta Human Rights Act Teaching Quality Standards Leadership Quality Standards	
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References shall be updated as required and do not require additional approval.

