
SUPPORT STAFF

Background

Support staff members are a vital component of the educational programs and services provided to students. As a component of the educational team, support staff members are expected to demonstrate the competencies required in their positions, and to support Division services to recognize the uniqueness of every student in the school.

Procedures

1. In recruiting support staff, the following criteria will be considered:
 - 1.1 Needs of Division students, and program needs, as determined by Division administration;
 - 1.2 Provisions of current terms and conditions of employment;
 - 1.3 Candidate knowledge, education, ability and skills;
 - 1.4 Candidate suitability which may also include compatibility based on training, education, past performance and experience; and
 - 1.5 Willingness to continue professional development growth.
2. In deploying and, when necessary, transferring support staff members, the following criteria will be considered:
 - 2.1 Student and program needs as determined by Division administration;
 - 2.2 Experience and training of support staff members;
 - 2.3 Staff request;
 - 2.4 Recommendation of the principal; and
 - 2.5 Provisions of current collective agreement.
3. Transfers of currently employed support staff members will be considered before appointments are made from outside candidates.
4. The Human Resources Department is responsible for coordinating the transfer of all Division support staff members.

Reference: Section 33,52,53,68,196,197,204,222,225 Education Act
Employment Standards Code
Labour Relations Code Collective
Agreement

Approved: March 21, 2018
Amended: July 1, 2018, June 4, 2020