

STAFF RECRUITMENT AND SELECTION

Background

Staff recruitment and selection is one of the most important priorities of the Division.

All personnel appointed to a position in the 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 mission, vision, values, guiding principles and goals.

Procedures

1. Processes for the recruitment and selection for the position of Director of Education, Chief Financial Officer, Superintendent, In-School Administration and Teacher are outlined in the Board Policy 15 - Recruitment and Selection of Personnel.
2. Non-Teaching Central Office Staff
 - 2.1. The Director or designate is responsible for hiring non-teaching central office staff.
 - 2.2. Recruitment, selection, and placement procedures are determined by the Director or designate.
 - 2.3. Staff members are to be employed under the conditions of the applicable employment contract with the Division.
3. Non-Teaching Support Staff – School Based
 - 3.1. The Director or designate is responsible for hiring non-teaching school based support staff.
 - 3.2. The recruitment, selection, and placement procedures are to be determined the Superintendent of Human Resources or designate in consultation with the Principal.
 - 3.3. Staff members are to be employed under the conditions of the applicable employment contract with the Division.
4. Bus Drivers
 - 4.1. The Director or designate is responsible for hiring bus drivers.
 - 4.2. The recruitment, selection, and placement procedures are to be determined the Superintendent of Human Resources or designate in consultation with the Supervisor of Transportation.
 - 4.3. Staff members are to be employed under the conditions of the applicable employment contract with the Division.

Reference: Sections 85, 87, 174, 175 Education Act
Human Rights Code
Northwest School Division Board Policy 15 Recruitment and Selection of Personnel

Approved: October 31, 2018