

## **SUPPORT STAFF RECRUITMENT**

### **Background**

Support staff are vital to the provision of quality education programs and must be recruited in an effective, efficient and fair manner.

The District supports the recruitment and efficient deployment of qualified support staff to meet student educational needs.

### **Procedures**

1. In recruiting support staff the following criteria will be considered:
  - 1.1 Needs of District students as perceived by the District administration;
  - 1.2 Provisions of current collective agreement;
  - 1.3 Candidates' interests, knowledge, education, ability, skills and/or seniority with the District;  
and
  - 1.4 Candidate's suitability and compatibility based upon past performance and experience.
2. The Director of Instruction/Human Resources is responsible for establishing support staff recruitment procedures, communicating these to school administration and monitoring their implementation.
3. The Director of Instruction/Human Resources has the authority to select District Office support staff.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act  
Employment Standards Act  
Collective Agreements

Approved: August 15, 2021  
Revised: