

1. Assistant Superintendents, Secretary Treasurer, and Directors
 - 1.1 The Superintendent, or person duly designated by the Superintendent for this purpose as “designate”, is responsible for developing profiles for these positions. The Superintendent, or designate, may also invite stakeholders at the Board or school level for their input into the development of the profiles.
 - 1.2 The Superintendent, or designate, will have authority over all aspects of the recruitment and selection process for these positions.
 - 1.3 The Superintendent, or designate, shall be responsible for the appointment, placement, hiring and termination of these positions.

2. Principals and Associate Principals.
 - 2.1 The Superintendent, or designate, is responsible for the recruitment, selection, placement, and reassignment of all School Principals and Associate Principals.
 - 2.2 The Superintendent, or designate, is responsible for developing a profile for the position of Principal and Associate Principal. The Superintendent, or designate, may also invite stakeholders at the Board or school level for their input into the development of the profile.
 - 2.3 The Superintendent, or designate, will form an interview committee.
 - 2.4 The Superintendent, or designate, will make the final selection, in consultation with other members of the interview committee.
 - 2.5 Vacancies will be posted, unless as a result of restructuring or reorganizing, the Superintendent, or Assistant Superintendent of Human Resources approves the transfer of an internal candidate directly into the position. If an internal candidate is selected, thereby creating another vacancy, the initial candidate interviews may be used as the basis for filling other internal vacancies.
 - 2.6 Principals and Associate Principals will be appointed initially to a one-year probationary administrative fixed term contract.

3. Recruitment of Certificated Staff
 - 3.1 The Superintendent or Assistant Superintendent of Human Resources, in consultation with Principals, shall hire all school based professional staff.
 - 3.2. All Principals shall report to Human Resources on positions vacated and filled, and will complete the recommendation forms as required.
 - 3.3 All positions available within the school system must be advertised by email internally. Where deemed appropriate by Human Resources, in consultation with the Principal or Supervisor, positions will be advertised externally. All advertisements will be placed through Human Resources.
 - 3.4 All teachers must hold a valid certificate of qualification as a teacher prior to commencement of employment with a school authority, in accordance with the Alberta School Act. It is the responsibility of the individual teacher and hiring school authority to ensure that a teacher does not teach in an Alberta classroom before holding a certificate of qualification as a teacher.
 - 3.5 Recommendations for hire are subject to approval from Human Resources.
 - 3.6 Upon confirmation of employment, the employee must provide:
 - copy of TQS (proof of years of education) for grid purposes

- verification of employment from previous boards for the purpose of grid placement
- TD1s and Direct Deposit Forms
- Signed Technology Acceptable Use Agreement (Form 7-201)

Adherence to these procedural steps will ensure a successful hire for our students and the Division.

4. Recruitment of Support Staff

- 4.1 The Superintendent or Assistant Superintendent of Human Resources shall be responsible for ensuring that all hiring practices and procedures reflect the Board's policy.
- 4.2 Principals and other management personnel shall report to Human Resources on positions vacated and filled.
- 4.3 Superintendent, Assistant Superintendents, Secretary Treasurer, Directors, Principals, Associate Principals, and personnel identified on the Support Staff Management Grid are responsible for placement, recommendation for hiring, and recommendation for termination of all support staff within their respective schools or departments. Formal notice of hiring, and formal final notification of termination, will be provided by Human Resources.
- 4.4 All positions available within the school system must be advertised by email internally. Where deemed appropriate by Human Resources, in consultation with the Principal or Supervisor, positions will be advertised externally. All advertisements will be placed through Human Resources.
- 4.5 If it is known that an employee is needed to fill a vacant position for more than 20 consecutive working days, the position will be advertised.
- 4.6 Upon confirmation of employment, the employee must provide:
 - Work History for grid purposes
 - Certificate, Diploma, or Degree, with transcript from the accredited school (applies to Program Assistant grid placement)
 - TD1s and Direct Deposit Forms
 - Signed Technology Acceptable Use Agreement
 - Signed Employee Code of Ethics Form

Adherence to these procedural steps will ensure a successful hire for our students and the Division.

5. Other Regional Services and School-Based Positions

- 5.1 The Superintendent, or designate, is delegated full authority to recruit and select staff for all other Regional Services and school-based positions.

6. Employment

- 6.1 The Superintendent, or Assistant Superintendent of Human Resources, is delegated the authority to make all offers of employment and decisions regarding the term and/or continuing appointments/contracts of all Division staff.
- 6.2 The Board, in the case of the Superintendent's position, and the Superintendent in all other instances, may require documentation certifying that the candidate is medically fit for employment in the Division.
- 6.3 Salaries, hours of work, benefits and working conditions shall be awarded as per Board Policy and Administrative Procedures, or ATA Collective Agreement, CUPE

- Agreement or Non-union Staff Employment Conditions Handbook, whichever is applicable.
- 6.4 All new employees must provide a recent Criminal Record Check (Criminal Record Information) including the Vulnerable Sector Check and Intervention Record Check. The Checks must be dated within the immediate twelve-month (12) period prior to commencement of employment. The original criminal record check and intervention record check must be presented to Human Resources.
- Photocopies, faxes, or scanned copies of Criminal Record Checks (Criminal Record Information) including the Vulnerable Sector Check and Intervention Record Check will be accepted by Human Resources only if the copy has been verified to be a true original by the administrator or school office staff. The photocopy must be signed and dated by the administrator or school office staff as proof of verification.
 - Upon receipt and review of required documentation, Human Resources will review and contact the administrator with questions, concerns, or authorization.
- 6.5 In accordance with Administrative Procedure 40-45, all offers of employment shall be conditional on the successful applicant providing a criminal record check that is acceptable to the Board, in the case of the Superintendent's position, and to the Superintendent, or designate, in all other instances.
- 6.6 All new staff has the opportunity to become familiar with policies, procedures and operations. Supervisors will develop activities to provide this information and orientation should continue throughout the probationary period.

Reference

[School Act, Section 61](#)

[Policy 11 Delegation of Authority](#)

[Policy 16 Recruitment and Selection of Personnel](#)

[AP 40-45 Criminal Record Check and Intervention Record Check](#)