

## Background

Pembina Hills Public Schools is committed to meeting the diverse needs of our students and maintaining the Division's high standards of excellence. Through our recruitment and selection processes, we seek to have the most qualified employees in each position within the Division. PHPS is an equal opportunity employer and therefore fair, objective, consistent and transparent processes are adhered to.

## Definitions

**Recruitment:** the process of attracting candidates to employment opportunities within Pembina Hills Public Schools thereby making PHPS the employer of choice.

**Selection:** the set of planned activities used to assess potential candidates and ultimately hire the most qualified person.

**External Posting:** A job posting that is open to all applicants.

**Short list:** A list of suitable applicants for a vacant position from which the successful candidate may be selected.

## Procedures

1. Collective agreements are adhered to where applicable.
2. The position of Superintendent will be recruited and selected solely by the Board of Trustees.
3. The employee recruitment and selection process shall ensure that the Division employ the most suitable candidate.
4. The recruitment process will take into account present and future Division needs and shall be within the guidelines of the *Alberta Human Rights Act*.
5. All offers of employment are conditional upon the candidate recommended for hire providing a recent and satisfactory Criminal Record Check, which includes the Vulnerable Sector Check, and Child Intervention Check as per [AP 40-45 Criminal Record Check and Intervention Record Check](#).
6. Current employees are required to notify their present Supervisor upon making application to a posting within the Division.
7. All personal information collected during the recruitment and selection process shall be treated in accordance with the *Freedom of Information and Protection of Privacy Act*.
8. In the event of a restructuring or reorganization, the Superintendent may approve the transfer of an internal candidate directly into the position as allowed in [AP 40-07 Employee Assignment and Transfer](#) or Section 104 of the *School Act*.

### A. Recruitment

1. Determination of available positions within a school/department is the responsibility of the Principal/Supervisor.

2. Not all positions will be advertised. In the event of reorganization, restructuring or reduction, direct transfers may result.
3. Any vacant positions will be advertised externally. Notification will be sent to current PHPS employees through PHPS email. All advertisements will be placed by Human Resources.
4. The Superintendent is responsible for the development of position descriptions and the recruitment of Senior Administration positions as outlined in [Policy 16 Recruitment and Selection of Personnel](#).
  - 4.1 School Principals and Associate Principals shall have a Master of Education degree, or a Bachelor degree plus a commitment to complete a Master of Education degree within the term of a non-probationary contract.
5. Certificated and non-certificated positions:
  - 5.1 Supervisors/Principals shall advise Human Resources of staffing requirements, and when necessary, request a position posting using the PHPS Job Posting Required form.
  - 5.2 In consultation with Human Resources, Supervisors/Principals are responsible for the development of job descriptions within their school/department.
  - 5.3 New job descriptions for non-certificated positions are to be submitted to Human Resources when:
    - a school/department has a new position
    - a current position is filled by a new employee
    - there are multiple changes in job tasks for a current position

## B. Selection

1. The selection of Senior Administration and its subsequent processes rests with the Superintendent.
2. The selection process is as follows:
  - 2.3 The Supervisor/Principal will create a short list of applicants and conduct interviews using a standard set of questions provided by Human Resources.
  - 2.4 Two references will be checked by the Supervisor/Principal using the PHPS Employment Reference Check form.
  - 2.5 Once a successful candidate has been identified, the Supervisor/Principal will submit the PHPS Hiring Recommendation & Change form to Human Resources. Recommendations for hire are subject to approval by the Superintendent or designate. No individual shall work in PHPS prior to such approval.
3. Human Resources will issue a formal offer of employment/contract to the successful candidate. The Supervisor/Principal will contact the unsuccessful candidates.
4. All documentation regarding employment decisions shall be kept on file for two years after the selection process is complete, at which time such documents shall be destroyed.
5. The following documents for the successful applicant are to be forwarded to Human Resources:
  - Candidate resume
  - Completed interview questions
  - Two completed PHPS Employment Reference Check forms
5. All Certificated Staff must hold a valid certificate of qualification in accordance with the *School Act*. It is the responsibility of the individual Teacher and the hiring school to ensure that the Teacher does not teach in an Alberta classroom prior to holding a certificate of qualification as a Teacher.

## 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](#)

[AP 40-07 Employee Assignment and Transfer](#)