

## Administrative Procedure 400 - Staff Hiring

### Background

The Division is committed to the recruitment and selection of qualified staff in order to provide the best learning opportunities for students and to maintain the Division's high standards. The Division believes that staff selection is one of the most important tasks that is undertaken. It is, therefore, the general practice of the Division to choose the best qualified personnel available for vacancies in its system. A guiding principle is to 'hire and inspire quality staff'. Our staff is our most important resource towards supporting our students' successes.

### 1. General Hiring Principles

- 1.1. The significant criterion for all staff selection shall be according to the principle of the "best applicant for the position".
- 1.2. All employees hired by the Division shall be hired as employees of the Division, assigned initially to a specific position/school.
- 1.3. As part of the budget process the Supervisor recommends staffing levels, subject to the approval of the Superintendent. The Supervisor may request a change in staffing levels at any time during the year subject to the approval of the Superintendent in consultation with the Assistant Superintendent of Human Services.
- 1.4. Positions shall be advertised as an open competition.
  - 1.4.1. In the event of an unexpected and/or short-term vacancy, the Supervisor may request the appointment of a staff member from the casual staff list without going through a formal selection process, subject to the approval of the Assistant Superintendent of Human Services, where a staff member was already filling the position temporarily. This will normally be done for a maximum of one (1) year.
- 1.5. All offers of employment shall be conditional on the successful applicant providing a current Criminal Records Check with Vulnerable Sector.
- 1.6. Documentation may be required certifying that the candidate is medically fit for the position.
- 1.7. Clearview may request additional references to determine the suitability of the candidate.
- 1.8. There shall be no opportunity allowed for an employee to influence or exercise favoritism in the decision to employ, place or promote any relative or member of their family for employment. Employees must disclose any possible scenarios involving nepotism to the Superintendent or Assistant Superintendent of Human Services prior to engaging in hiring.

## **2. Selecting Certificated Teaching Staff**

- 2.1. The Superintendent is, on behalf of the Division, responsible for the hiring of teachers based on the Principal's recommendation. The Superintendent shall authorize letters of employment and contract.
- 2.2. The Assistant Superintendent of Human Services, in consultation with the Principal, shall be responsible for advertising.
- 2.3. The Principal shall be responsible for coordinating the selection process including selecting applicants and determining the interview panel.
- 2.4. The Principal will conduct the interviews, check references and recommend the preferred applicant.
- 2.5. The Principal will communicate their preferred applicant to the Superintendent and receive approval prior to making an offer.
- 2.6. For candidates who were interviewed, the Principal shall communicate with both successful and unsuccessful applicants.
- 2.7. The Principal shall complete the required hiring form and submit along with resume, interview notes and reference checks to the Assistant Superintendent of Human Services.
- 2.8. The successful applicant will be asked to provide documentation as per Division requirements to the Assistant Superintendent of Human Services prior to commencing work.
- 2.9. **CTS Teaching staff**
  - 2.9.1. To determine experience placement on the salary grid for teachers with journey person certificates and where determined as relevant by the Superintendent, one (1) year of experience on the teacher salary schedule will be given for two (2) years of journey person vocational experience to a maximum of five (5) years.
  - 2.9.2. A teacher who holds one (1) or more Alberta Journey person's Certificates related to their teaching assignment, shall be granted one (1) year in teacher education on the basis of such trade qualifications in addition to actual teacher education as per Teacher Qualification Services.
- 2.10. No teacher will be offered a continuing contract without a current positive evaluation.
- 2.11. It shall be the duty of the Assistant Superintendent of Human Services, to see that persons offered contracts of employment meet qualifications established by the Province of Alberta and/or policies of this Board or administrative procedures for the type of position for which the appointment is made.

- 2.12. The Principal is responsible for assigning duties within the school.

### **3. Selecting Substitute Teachers**

- 3.1. The Superintendent is, on behalf of the Division, responsible for the hiring of substitute teachers based on the Assistant Superintendent of Human Services' recommendation. The Superintendent shall authorize letters of employment and contract.
- 3.2. The Assistant Superintendent of Human Services shall receive applications, interview and check references.
- 3.3. The Assistant Superintendent of Human Services shall communicate to the Superintendent and receive approval prior to making an offer.
- 3.4. The successful applicant will be asked to provide documentation as per Division requirements to the Assistant Superintendent of Human Services prior to commencing work.

### **4. Selecting Principals**

- 4.1. The selection process shall be in alignment with [Policy 16 "Recruitment and Selection of Personnel"](#).
- 4.2. The Superintendent is, on behalf of the Division, responsible for the hiring of principals.
- 4.3. The Assistant Superintendent of Human Services, in consultation with the Superintendent, shall be responsible for advertising.
- 4.4. The Superintendent shall be responsible for coordinating the selection process including selecting applicants and determining the interview panel.
- 4.5. The Superintendent shall form an interview panel. The following may be included in the interview panel, where possible:
- 4.5.1. A local Board representative(s),
  - 4.5.2. Assistant Superintendent of Learning Services,
  - 4.5.3. Assistant Superintendent of Human Services,
  - 4.5.4. Other representatives as determined by the Superintendent.
- 4.6. The Superintendent will conduct the interviews, check references and select the preferred applicant. The final selection will be made by the Superintendent.
- 4.7. For candidates who were interviewed, the Superintendent shall communicate with both successful and unsuccessful applicants.
- 4.8. The Superintendent shall complete the required hiring form and submit along with resume, interview notes and reference checks to the Assistant Superintendent of Human Services.

- 4.9. If the successful candidate did not have a principal contract with Clearview in the previous year, they shall be initially offered a one-year probationary principal contract.
  - 4.9.1. Successive contracts will be at the sole discretion of the Superintendent, but will normally follow this progression: 1 year, 3 years continuous.
  - 4.9.2. A new principal, who is also new to the Division, shall be issued a continuous teaching contract.
- 4.10. The successful applicant will be asked to provide documentation as per Division requirements to the Assistant Superintendent of Human Services prior to commencing work.
- 4.11. It shall be the duty of the Assistant Superintendent of Human Services, to see that persons offered contracts of employment meet qualifications established by the Province of Alberta and/or policies of this Board or administrative procedures for the type of position for which the appointment is made.

## **5. Selecting Vice-Principals**

- 5.1. The Superintendent is, on behalf of the Division, responsible for the hiring of Vice-Principals. The Superintendent shall authorize letters of employment and contract.
- 5.2. The Assistant Superintendent of Human Services, in consultation with the Principal, shall be responsible for advertising.
- 5.3. The Superintendent, in consultation with the Principal, is responsible for coordinating the selection process, including selecting applicants and determining the interview panel. The following will be included in the interview panel, where possible:
  - 5.3.1. Principal,
  - 5.3.2. Assistant Superintendent of Learning Services,
  - 5.3.3. Assistant Superintendent of Human Services,
  - 5.3.4. Other representatives, as determined by the Superintendent
- 5.4. The Superintendent and Principal will conduct the interviews, check references and select the preferred applicant.
- 5.5. The final selection will be made by the Superintendent in consultation with the Principal.
- 5.6. For candidates who were interviewed, the Superintendent shall communicate with both successful and unsuccessful applicants.
- 5.7. The Superintendent shall complete the required hiring form and submit along with resume, interview notes and reference checks to the Assistant Superintendent of Human Services.

- 5.8. If the successful candidate did not have a principal contract with Clearview in the previous year, they shall be initially offered a one-year probationary principal contract.
  - 5.8.1. Successive contracts will be at the sole discretion of the Superintendent.
  - 5.8.2. A new vice-principal, who is also new to the Division, shall be issued a continuous teaching contract.
- 5.9. The successful applicant will be asked to provide documentation as per Division requirements to the Assistant Superintendent of Human Services prior to commencing work.
- 5.10. It shall be the duty of the Assistant Superintendent of Human Services, to see that persons offered contracts of employment meet qualifications established by the Province of Alberta and/or policies of this Board or administrative procedures for the type of position for which the appointment is made.
- 5.11. The Principal is responsible for assigning duties within the school.

## **6. Selecting Division-based Leaders**

- 6.1. The selection process for Superintendent, Assistant Superintendent of Learning Services and Secretary Treasurer shall be in alignment with [Policy 16 "Recruitment and Selection of Personnel"](#).
- 6.2. The Superintendent is, on behalf of the Division, responsible for the hiring of Division-based assistant superintendent, director and coordinator positions.
- 6.3. The Assistant Superintendent of Human Services, in consultation with the Superintendent or Secretary-Treasurer (when deemed appropriate), shall be responsible for advertising.
- 6.4. The Superintendent shall be responsible for the selection process including selecting applicants and determining the interview panel for educational leadership positions.
- 6.5. The Secretary-Treasurer shall be responsible for the selection process including selecting applicants and determining the interview panel for support services leadership positions, in consultation with the Superintendent.
- 6.6. The Superintendent or Secretary-Treasurer, respective to the role being sought, will conduct the interviews, check references and recommend the preferred applicant.
- 6.7. For support services leadership positions, the Secretary-Treasurer will communicate their preferred applicant to the Superintendent and receive approval prior to making an offer.
- 6.8. For candidates who were interviewed, the Superintendent or Secretary-Treasurer shall communicate with both successful and unsuccessful applicants.

- 6.9. The Superintendent or Secretary Treasurer shall complete the required hiring forms and submit along with resume, interview notes and reference checks to the Assistant Superintendent of Human Services.
- 6.10. The Assistant Superintendent of Human Services shall prepare the contract and the successful candidate shall receive a probationary one-year contract, unless the position is held under a collective agreement.
  - 6.10.1. Successive contracts would be offered at the sole discretion of the Superintendent, which may include additional probationary terms, limited years, or continuous contracts.
- 6.11. The successful applicant will be asked to provide documentation as per Division requirements to the Assistant Superintendent of Human Services prior to commencing work.
- 6.12. It shall be the duty of the Assistant Superintendent of Human Services to see that persons offered contracts of employment meet qualifications established by the Province of Alberta and/or policies of this Board or administrative procedures for the type of position for which the appointment is made.

## **7. Selecting Non-Unionized Support Staff (excluding bus drivers)**

- 7.1. The Assistant Superintendent of Human Services is, on behalf of the Division, responsible for the hiring of support staff based on the Supervisor's recommendation. The Assistant Superintendent of Human Services shall authorize letters of employment and contract.
- 7.2. The Assistant Superintendent of Human Services, in consultation with the Supervisor, shall be responsible for the advertising.
- 7.3. The Supervisor shall be responsible for coordinating the selection process including selecting applicants and determining the interview panel.
- 7.4. The Supervisor will conduct the interviews, check references and recommend the preferred applicant.
- 7.5. The Supervisor will communicate their preferred applicant to the Assistant Superintendent of Human Services and receive approval prior to making an offer.
- 7.6. The Supervisor shall complete the required hiring form and submit along with resume, interview notes and reference checks to the Assistant Superintendent of Human Services.
- 7.7. For candidates who were interviewed, the Supervisor shall communicate with both successful and unsuccessful applicants, after approval is provided by the Assistant Superintendent of Human Services.

- 7.8. The successful applicant will be asked to provide documentation as per Division requirements to the Assistant Superintendent of Human Services prior to commencing work.
- 7.9. It shall be the duty of the Assistant Superintendent of Human Services, to see that persons offered contracts of employment meet qualifications of the individual's employment.
- 7.10. The employment status shall commence as a probationary contract. After 90 calendar days and a positive performance review, the Assistant Superintendent of Human Services shall change the status to a regular contract.
- 7.11. The Supervisor is responsible for assigning duties.

## **8. Selecting Unionized Support Staff (CUPE)**

- 8.1. The Assistant Superintendent of Human Services is, on behalf of the Division, responsible for the hiring of CUPE staff based on the Supervisor's recommendation. The Assistant Superintendent of Human Services shall authorize letters of employment and contract.
- 8.2. The Assistant Superintendent of Human Services, in consultation with the Supervisor, shall be responsible for advertising.
- 8.3. The Supervisor shall be responsible for coordinating the selection process including selecting applicants and determining the interview panel for support staff positions.
- 8.4. The Assistant Superintendent of Human Services will ensure that the posting is advertised for at least seven (7) days in the custodian's meeting room in the Stettler School Complex.
  - 8.4.1. Advertising for the position may be extended or expanded to other mediums as determined by the Assistant Superintendent of Human Services.
- 8.5. In the event that a regular CUPE staff member applies for an open vacancy, the individual will be offered the position if they have the required knowledge, qualifications and skills contained in the position posting as assessed by the Assistant Superintendent of Human Services, in consultation with the Supervisor. Where two (2) or more regular CUPE staff members apply and are determined to be equally qualified to fulfill the duties of the position, seniority shall be the determining factor.
- 8.6. The Supervisor will conduct the interviews, check references and select the preferred applicant.
- 8.7. The Supervisor will communicate their preferred applicant to the Assistant Superintendent of Human Services and receive approval prior to making an offer.

- 8.8. For candidates who were interviewed, the Supervisor shall communicate with both successful and unsuccessful applicants.
- 8.9. The Supervisor shall complete the required hiring form and submit along with resume, interview notes and reference checks to the Assistant Superintendent of Human Services.
- 8.10. The successful applicant will be asked to provide documentation as per Division requirements to the Assistant Superintendent of Human Services prior to commencing work.
- 8.11. It shall be the duty of the Assistant Superintendent of Human Services, to see that persons offered contracts of employment meet qualifications of the individual's employment.
- 8.12. The employment status shall commence as a probationary contract. After 90 calendar days and a positive performance review, the Assistant Superintendent of Human Services shall change the status to a regular contract.
- 8.13. The Supervisor is responsible for assigning duties.

## **9. Selecting of Casual Support Staff (excluding bus drivers)**

- 9.1. The Assistant Superintendent of Human Services is, on behalf of the Division, responsible for the hiring of support staff based on the recommendation from the Assistant Superintendent of Human Services. The Assistant Superintendent of Human Services shall authorize letters of employment and contract.
- 9.2. The Assistant Superintendent of Human Services shall receive applications, interview and check references.
- 9.3. The successful applicant will be asked to provide documentation as per Division requirements to the Assistant Superintendent of Human Services prior to commencing work.

## **10. Selecting Bus Drivers**

- 10.1. The Assistant Superintendent of Human Services is, on behalf of the Division, responsible for the hiring of bus drivers based on the Director of Transportation Service's recommendation.
- 10.2. The Assistant Superintendent of Human Services shall authorize letters of employment and contract.
- 10.3. The Assistant Superintendent of Human Services, in consultation with the Director of Transportation Services, shall be responsible for advertising.



- 10.4. The Director of Transportation Services shall be responsible for coordinating the selection process including selecting applicants and determining the interview panel.
- 10.5. The Director of Transportation Services will conduct the interviews, check references and select the preferred applicant.
  - 10.5.1. A prime consideration shall be distance from the driver's residence to the route, with further consideration on qualifications and skills. Where two (2) or more bus drivers apply and are determined to meet the criteria equally, seniority and/or driver's experience shall be the determining factor.
  - 10.5.2. Determination for distance to the route may also be considered from a location other than the residence where the applicant is willing to travel to the bus, and as determined by the Director of Transportation Services.
- 10.6. Conditions of Service
  - 10.6.1. The applicant is required to complete either the School Bus Driver License Endorsement Program if the applicant has a Class 1 or 2 license or the 2S Melt Course if the applicant has a Class 3 or 5 license. This includes studying Board policies, administrative procedures, and/or meeting local standards as required by the Director of Transportation Services, including the 'S' Endorsement or 2S Melt Certification.
  - 10.6.2. Applicants taking the "S" endorsement program are required to pay a \$50.00 fee in advance, refundable upon commencement of employment as either a substitute or regular driver.
  - 10.6.3. Applicants taking the Class 2S MELT certification will sign the Agreement for Training prior to taking the course.
  - 10.6.4. Complete either the "S" Endorsement driving test or the Provincial Government Class 2S Melt driving test and provide Clearview with a copy of the updated license.
  - 10.6.5. All regular school bus drivers will be encouraged to obtain a basic C.P.R. and First Aid Certification.
- 10.7. The Director of Transportation Services will communicate their preferred applicant to the Assistant Superintendent of Human Services and receive approval prior to making an offer.
- 10.8. For candidates who were interviewed, the Director of Transportation Services shall communicate with both successful and unsuccessful applicants, after the approval is provided by the Assistant Superintendent of Human Services.
- 10.9. The Director of Transportation Services shall complete the required hiring form and submit along with resume, interview notes and reference checks to the Assistant Superintendent of Human Services.

- 10.10. The successful applicant will be asked to provide documentation as per Division requirements to the Assistant Superintendent of Human Services prior to commencing work.
  - 10.11. It shall be the duty of the Assistant Superintendent of Human Services to see that persons offered contracts of employment meet qualifications of the individual's employment.
  - 10.12. The employment status shall commence as a probationary contract. After 90 calendar days and a positive performance review, the Assistant Superintendent of Human Services shall change the status to a regular contract.
  - 10.13. The Director of Transportation Services is responsible for assigning duties.
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Reference: Section 11, 18, 33, 52, 53, 59, 59.1, 68, 196, 197, 205, 222, 225 Education Act  
Teaching Profession Act  
Traffic Safety Act  
Employment Standards Code  
Labour Relations Code  
Occupational Health and Safety Act  
Ministerial Order 028/2020 – Student Learning  
Teaching Quality Standard  
Guide to Education – ECS to Grade 12  
Collective Agreement

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