



STAFFING PRACTISES AND PROCEDURES

Hiring of Personnel

The Swan Valley School Division recognizes the importance of hiring personnel well suited to work within the environment of the division and supportive of the goals and objectives of the school system.

All teachers and administrators employed by The Swan Valley School Division shall be assigned to specific positions under the direction of the Superintendent.

The responsibility for the management and conduct of all professional staff employment, other than the positions excluded by Board Policy is delegated to the Superintendent who shall have the authority to:

1. Accept and approve resignations immediately upon receipt.
2. Manage the transfer and assignment of teachers
3. Advertise all available positions in the following manner:
 - a. posted on Swan Valley School Division website
 - b. advertised in local newspapers
 - c. advertised in daily papers, if deemed necessary.
4. Together with the appropriate administrator(s) conduct the hiring process (advertise, shortlist, interview and recommend) in a fair and reasonable manner. (The Superintendent may include others in the interview team at his/her discretion.)
5. Conduct the processes for employment of Administrative personnel.
6. Following the interview process determine the successful candidate, contact the individual and make a formal offer of employment, which if accepted shall be binding upon the teacher and The Swan Valley School Division.
7. Forward a suitable contract of employment.

All employments shall be reported to the Board in a Personnel Report at the next regular meeting of the Board.

Equal Opportunity for Employment

It is the intent of the Swan Valley School Division to provide high quality education. It is also recognized that skills, knowledge and competency are not dependent upon such factors as race, creed, color, religion, gender or age. Every person shall be considered for employment, re-employment or advancement solely on the basis of qualifications, professional experience and special qualities deemed best able to provide students with a high quality education.

In all hiring, transfer, promotion or other employee matters, the Swan Valley School Division believes in and adheres to the Human Rights Act of the Province of Manitoba and upholds the belief in equal opportunity contained therein.

Steps in Staffing Process

Step One:

Principals submit student projections for the next school year. Late December/Early January

Step Two

Preliminary school staffing is shared with principals. Mid January

Step Three

Teacher intent forms are sent out. Early February

Step Four

Board passes budget, which sets divisional staffing levels. By March 15th

Step Five

Principals are asked to submit school staffing plans

Step Six

Staffing of school begins

Recruitment and Selection of School Staff

Swan Valley School Division is committed to a recruitment and selection process that is fair, reasonable, consistent and accountable. The Division will follow a process that is similar for all recruitment and selection activities and is based on merit and qualifications.

- Vacancies will be advertised when deemed necessary by the Superintendent.
- Of the position vacancies to be advertised, and where time permits, instructional position vacancies will be advertised on the division's website, in local and/or regional and provincial newspapers. Non-instructional position vacancies will be advertised on the division's website and in all local newspapers.
- Special instructional and non-instructional position vacancies, such as, Superintendent, Secretary- Treasurer, and Supervisor of Operations, will be advertised in those newspapers specified by the Board.
- Short-listing, interviews and selection decisions will follow a standard format throughout the Division.

***As a general practise, all positions will be advertised and be competitive.**

Factors that are to influence the selection of instructional personnel are:

- a. academic qualifications
- b. training and certification
- c. professional competence
- d. personality and compatibility
- e. suitability for the position

The Superintendent, or designate, will conduct interviews for the positions of Instructional Personnel (including Teachers), Coordinators and Consultants, Computer Technicians, Educational Assistants, School Librarians, In-School Administrative Assistants and other educational resource personnel.

The School Principal or designate will be present at the interviews with candidates for the positions of: Teacher, Educational Assistants, School Librarians, In-School Administrative Assistants, and Head Custodian.

All offers of employment are subject to a satisfactory Criminal Record and Child Abuse Registry Checks

No employee or trustee will participate directly in the recruitment process for a specific vacancy if a candidate for that vacancy is a member of the employee's or trustee's immediate family or his/her spouse's immediate family. For the purposes of this procedure, "immediate family" will mean spouse, child, parent, brother or sister including all common-law and step relationships.

Leave of Absence – Requests

Teaching staff interested in a new leave of absence or an extension on a current leave must make the request in writing by April 1st. Requests made after this time may not be considered.

Leave of Absence – Returning

Teaching staff currently on leave of absence are asked to confirm in writing their return to work date on or before April 1st.

Transfers

Any teacher may be assigned or transferred to any position for which, in the opinion of the Superintendent/CEO, the teacher is qualified.

If a transfer is to occur, the teacher should be notified in a timely manner.

Assignment of teachers in Schools

The assignment of teachers within a school shall be the responsibility of the principal and, where appropriate, the vice principal.