

## Administrative Procedure 440

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### 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. 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 agreements;
  - 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 Superintendent is responsible for establishing support staff recruitment procedures, communicating these to school administration and monitoring their implementation.
3. The Secretary-Treasurer is delegated authority to select District Office support staff.

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