

INSTRUCTIONAL STAFFING

Background

Well qualified personnel are essential for the efficient organization and operation of all aspects of a school system. It is, therefore, the general procedure of the Division to choose qualified personnel available for vacancies in the Division.

Procedures

1. Teaching Positions

- 1.1 The Superintendent, in consultation with such other persons as may be necessary, shall be responsible for the evaluation and selection of applicants for teaching positions.
- 1.2 The Superintendent may delegate the responsibility for interviewing prospective teachers to a Principal where individual circumstances warrant it. However, no teacher shall be offered employment without prior approval of the Superintendent.
- 1.3 The Superintendent shall present the Board with a list of all teacher appointments, transfers, leaves of absence, resignations and terminations for information.
- 1.4 It shall be the duty of the Superintendent to see that persons offered contracts of employment meet qualifications established by the Province of Alberta and Division administrative procedures for the type of position for which the appointment is made.
- 1.5 Other things being equal, priority consideration for selection will be extended to:
 - 1.5.1 Teachers requesting transfer to the available position from other schools within the Division.
 - 1.5.2 Suitably qualified teachers already resident in or near the Division.
 - 1.5.3 Teachers seeking full time employment, where the position warrants it.
- 1.6 When a vacancy exists the Superintendent shall determine if or when it will be filled, and if it will be filled by transfer or by a selection competition.
 - 1.6.1 If a competition is required the position shall be advertised both internally (to all Division schools) and externally.
 - 1.6.2 Internal advertising, where feasible shall be earlier than the external advertising.
- 1.7 External advertising will be undertaken when no suitably qualified candidates are available locally or on file.
- 1.8 A current staff list will be supplied to each teacher at the beginning of each school year.

- 1.9 The Superintendent shall be responsible for receiving and accepting resignations from teachers.
2. Initial Assignment
 - 2.1 A teacher's initial assignment to a school shall be based on:
 - 2.1.1 The needs of the school.
 - 2.1.2 An assessment of that teacher's qualification and ability to carry out the assignment.
 - 2.2 The responsibility for deployment of the appointee within the school shall be that of the Principal in consultation with the teacher. Every effort shall be made to assign a teacher to responsibilities for which they have specific training and/or experience.
3. Administrative Positions (See also Administrative Procedure 433 – Term Designation of School Administrators)
 - 3.1 When an administrative vacancy exists, the Superintendent shall determine if or when it will be filled, and if it will be filled by transfer or by a selection competition. If a competition is required the position shall be advertised:
 - 3.1.1 Within the Division.
 - 3.1.2 On the Division website, international educational advertising website(s).
 - 3.1.3 In provincial/national media at the Superintendent's discretion.
 - 3.2 An ideal candidate profile for administrative positions will be created in consultation with school staff and School Council members.
 - 3.3 The Superintendent or designate in consultation with other members of the executive staff will be responsible for the initial screening of applications and the selection of those to be called for interview.
 - 3.4 Selection will be made by a selection committee, consisting of:
 - 3.4.1 The Superintendent or designate.
 - 3.4.2 Other person(s) designated by the Superintendent.
4. Transfer Requests
 - 4.1 The Division encourages the periodic transfer of teachers and school administrators. Such transfers are viewed as a means of encouraging professional growth and enriching school programs and procedures through access to a variety of experiential backgrounds.
 - 4.2 A teacher may request a transfer at any time by submitting an application in writing to the Superintendent.
 - 4.3 General procedures for staffing will be followed when considering such requests.
 - 4.4 The following procedures shall also apply with respect to the transfer of teachers in the Division.
 - 4.4.1 A teacher may be transferred when it is deemed by the Superintendent to be in the best educational interest to do so. Where such a transfer is

deemed advisable, the facts necessitating the transfer will first be discussed with the teacher.

- 4.4.2 All teachers are under contract with the Division and subject to transfer as may be required.
- 4.4.3 Teacher transfers will normally be self-initiated.
- 4.4.4 Teacher transfers may be initiated by a Principal in consultation with the Superintendent and the teacher concerned.
- 4.4.5 Requests for transfers for the following school year are to be submitted to the Superintendent by March 30. Such requests will be accommodated wherever possible depending upon the staffing needs of the Division.
- 4.4.6 Principals of all schools involved in teacher transfer requests will be consulted before any transfer action is finalized.
- 4.4.7 No employee will normally be expected to accept a transfer in the year immediately preceding retirement if such a transfer would decrease anticipated pension benefits.

Adopted/Revised: JUN 2016/NOV 2019/MAR 2023

Reference: Section 52, 53, 55, 68, 197, 198, 199, 202, 203, 204, 205, 222, 225 Education Act
Alberta Human Rights Act
Child, Youth and Family Enhancement Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Teaching Profession Act