

401 PARAPROFESSIONAL AND SUPPORT STAFF HIRING

Background

The employment of qualified support personnel is one of the most important factors in providing excellent educational opportunities for student(s) in the Division. To this end, every effort will be made to recruit the best possible candidate for each position in harmony with the following procedures.

Definitions

Paraprofessional and Support Staff includes Educational Assistants, Administrative Assistants, Library Technicians and/or other support positions referenced in the CUPE Local 4306 Collective Agreement.

Procedures

1. All candidates are subject to a criminal records check, a Vulnerable record Check and may be subjected to A Child Intervention (Welfare) Check.
2. Support positions shall be deemed to be ongoing in nature but subject to review on an annual basis.
3. The Division will establish by the budget process the number of paraprofessional and support staff to be hired.
4. After formal approval of the budget notices will be given to the employees falling under the aforementioned headings as to their status for the coming school year. On this basis, or on the resignation of an incumbent from a position previously approved, the Superintendent of Schools will advertise the vacancy.
5. The Superintendent or designate will interview selected applicants.
6. The Superintendent or designate will then recommend one applicant as being the most suitable person, or if no applicant is considered suitable, they may reject all applications.

References

Section 33,52,53,55,68,196,197,198,199,203,204,205,222,225 Education Act
Child, Youth and Family Enhancement Act

History

Developed: August 2003
Amended: December 2010
Amended: April 2020