



ADMINISTRATIVE POLICY No. 501

IMPLEMENTATION FALL 2007

REVISED FEBRUARY 8, 2017

RECRUITING AND PLACEMENT

All personnel appointed to staff in Prairie Spirit School Division are to be of exemplary character and possess competency in the skills required for their positions. It is understood that they have been hired to assist the Board of Education in carrying out its vision, mission, and goals in accordance with Prairie Spirit School Division's beliefs and guiding principles.

PROCEDURES

1. Teaching Personnel

a. Role

- i. Prairie Spirit School Division teaching staff are to work toward achieving the vision, mission, and goals of the school division.
- ii. All teaching staff are to model behaviors that inspire students to be effective lifelong learners and positive members of their communities.
- iii. In addition to following the duties of a teacher as prescribed in *The Education Act, 1995*, teachers are to perform those professional duties assigned by the principal. Such duties are to be assigned following consultation with the teacher concerned.
- iv. Teachers are to act in accordance with their codes of conduct and ethics.

b. Recruiting and Placement

- i. The Director or designate endeavors to employ the best-qualified personnel for the division. In all cases, the needs of students, the ability of the teacher, and the job description are to be matched as closely as possible.

- ii. A vacancy exists when there is an opportunity for a teacher to be placed on a temporary, replacement or permanent contract.
- iii. When a vacancy occurs as defined in (ii.) above, the method by which the position is to be filled will be determined by the Superintendent of Human Resources or designate.
- iv. The principal, under the supervision of the Director or designate is responsible for placing and assigning teachers to specific teaching duties in the school.
- v. Principals are to consider all in-school reassignments first when staffing their schools. Reassignments within the school may be initiated by a teacher or the principal. No reassignment within the school is to be made without discussing and informing the teachers involved.
- vi. When a vacancy exists after the start of the school year, the teaching position may be advertised externally and posted internally for information, after consultation with the principal. The Director or designate is responsible for the hiring of all teachers. The recruitment and appointment procedures are determined by the Director or designate.

c. Teacher-Initiated Transfers

- i. A teacher requesting a change in assignment for the subsequent school year is to submit a request to the Superintendent of Human Resources by a date to be determined each year and to notify his/her current principal of such a request.
- ii. Requests for a change in assignment may be granted if:
 - A suitable vacancy exists or can be arranged,
 - A suitable replacement exists for the position vacated and,
 - A balance of experience and training is maintained for the school.
- iii. A teacher requesting an increase or a decrease in teaching time is to submit a request to the principal and the Superintendent of Human Resources by a date to be determined each year. Factors identified above regarding a change in assignment shall apply.

d. Division-Initiated Transfers

- i. Consideration of reassignments of teaching duties through transfer to another school may be initiated by the Director of Education or designate, or by the principal.
- ii. The decision to transfer is to occur following consultation with the teacher. The consultation is to consider:
 - An indication of what is to be achieved through the transfer.
 - Reasons the transfer is selected.
 - Travel distance.

A written record of the discussion items with signatures must be kept on file.

- iii. Any teacher having a disagreement with a division-initiated transfer is to attempt to settle the disagreement through appropriate channels, either administratively, through the local Teachers' Association, or both.
- iv. If the dispute is not resolved, the teacher may refer the dispute for disposition under the provisions of *The Education Act, 1995*.

e. Redundant Positions

- i. If teaching positions become redundant in a school, staff from that school will be assigned by the Director or designate to an appropriate assignment within the Division where such an assignment is vacant. Teachers will be retained considering the following criteria:
 - a) Possession of the most appropriate training, experience, and skills for the assignments available. Every effort is to be made to ensure the appropriate staff are retained to effectively deliver the programs in the school.
 - b) Where the above criteria (criterion) do(es) not determine all the teachers to be retained by the Division, seniority will be the deciding factor. For the purposes of these guidelines seniority is defined as the length of time of a teacher's most recent uninterrupted service with the Board as

defined by the Provincial Collective Bargaining Agreement expressed in full-time equivalent years.

c) Where no appropriate assignment is vacant, the teacher's contract will be terminated in accordance with clause 210(1)(b) of *the Education Act, 1995*.

- ii. Attempts to resolve any disagreement resulting from a teacher redundancy are to be in accordance with procedures outlined in (c.ii) and (c.iii) above.
- iii. The Director will consult with the Prairie Spirit Teachers' Association and communicate how this is to be achieved.

f. Early Declaration

- i. The purpose of the early declaration retirement program is to encourage our professional staff to provide early notice of their retirement to allow the Division to hire staff early for the next school year.
- ii. Staff members who contribute to the Teachers' Pension Plan and who are eligible to retire before May 1st of the school year have this initiative available to them.
- iii. In return for voluntarily agreeing to retire as early as December 31 of the current year, the School Division will rehire such teachers on temporary contracts (same assignments) for the remainder of the school year. A teacher, in order to qualify for this program, must provide his/her notice of retirement by December 31st of the current year.
- iv. Teachers qualifying for the program will be able to commence their superannuation as early as the last day in December of the current year, but will also be able to continue receiving salary for being employed on a temporary contract until June 30th. Prairie Spirit School Division will have a clear knowledge of teaching staff that will not be returning for the following school year and will be better able to make staffing decisions and job offers at an earlier time for the next school year.
- v. This program is strictly voluntary. If a teacher is eligible and wishes to participate, the teacher must provide a letter of resignation to the Superintendent of Human Resources no later than 4:30 p.m., December 31st of the current year. The date of retirement must be specified no earlier than the last teaching day in

December, and no later than April 30th of the current school year. If a teacher plans to retire, a minimum of 30 days notice of the actual retirement date must be provided in order to ensure there is adequate time to process the teacher's retirement notice. The retirement date chosen must also coincide with the last teaching day of the month in which the retirement will occur.

2. In-School Administrators

a. Role of Principals

- i. All principals are to create environments in their schools that support the pursuit of excellence in the teaching and learning process by encouraging best instructional practices.
- ii. The role of the principal in the first instance is one of instructional leadership. The principal is:
 - To provide leadership in implementing the vision, mission, and goals of the Prairie Spirit School Division in accordance with its beliefs and *Guiding Principles*.
 - To coordinate, facilitate, oversee, and evaluate the instructional program within the school and,
 - To supervise all staff members in the school and encourage their professional development.
 - To act in accordance with the teachers' codes of conduct and ethics.
- iii. The role of the principal in the second instance is one of managerial leadership. The principal is:
 - To perform those duties required by law and by *Administrative Policy*, and as assigned by the Director of Education or designate.
 - To organize staff and delegate duties and responsibilities, following appropriate consultation, with the aim to achieve the best possible education for students and,

- To guide the school toward achieving its goals through good planning, open communication, and effective decision making.

b. Role of Vice-Principals

- i. All vice-principals are to participate in the administration of their schools. As a member of the administrative team, the vice-principal is to demonstrate through actions that he/she works in a professional manner exemplifying the qualities necessary to fulfill the role of educational leader and manager.
- ii. The vice-principal is directly responsible to the principal for performance of assigned duties and responsibilities as established through consultation with the principal.
- iii. The role of vice-principal as educational leader requires that the vice-principal:
 - Provides supportive leadership required to achieve the vision, mission, and goals of Prairie Spirit School Division in accordance with its beliefs and *Guiding Principles*.
 - Participates in coordinating, facilitating, overseeing, and evaluating staff members and encouraging their professional growth.
 - To act in accordance with the teachers' codes of conduct and ethics.
- iv. The role of the vice-principal as an effective manager requires that the vice-principal:
 - Performs the duties assigned by the principal.
 - Participates in the organization of staff, and in decisions related to the delegation of duties and responsibilities, of staff and,
 - Shares in the responsibility of directing the school toward achieving its goals through good planning, open communication, and effective decision making.
- v. In the absence of the principal, the vice principal is to assume the principal's role. In schools not having a

vice principal or in circumstances where both in-school administrators are absent, the principal is to appoint an acting principal from the teaching staff.

c. Recruiting and Placement

- i. The Director or designate is responsible for determining the process that will be used for filling vacant in-school administrative positions.
- ii. Positions may be advertised internally and externally.
- iii. Administrative selections are to be reported to the Board of Education after appointments have been made.
- iv. Principals and vice-principals may request a transfer from their current assignment through written application to the Superintendent of Human Resources or designate by a date to be determined each year.
- v. The Director or designate may initiate transfers of in-school administrators.

3. Non-Teaching Support Staff – Prairie Spirit Central Office

a. Role

- i. The non-teaching central office staff provides the support and technical assistance required to maintain the operations and administrative functions of the division.
- ii. The role of Prairie Spirit Central Office non-teaching staff is to be of service and support to the public, to the schools, and to those personnel within their areas of responsibility that they serve directly. Each member of Prairie Spirit Central Office non-teaching staff is:
 - To perform those duties as assigned by his or her supervisor.
 - To be knowledgeable of the operations and services of the school division as to direct inquiries from the public or within the division to the appropriate personnel and,
 - To share responsibilities with fellow members of the staff team when needed because of excessive workloads, absence of others, or training new staff.

b. Recruiting and Placement

- i. The Director or designate is responsible for hiring non-teaching central office staff.
- ii. The recruitment, appointment, and placement procedures are determined by the Director or designate.
- iii. Vacant positions are to be advertised as per Local agreements.
- iv. Staff members are to be employed under the conditions of the applicable employment contract with the division.

4. Non-Teaching Support Staff – School-Based

a. Role

- i. The non-teaching school-based support staff provides support and technical assistance to the administrative and instructional operations of the school.
- ii. The role of school-based non-teaching support staff varies widely depending on the needs of the school administration and teachers. Each member of the school-based non-teaching support staff is to:
 - Perform those duties as assigned by the principal or designate.
 - Assist with other responsibilities when requested by the principal or designate.

b. Recruiting and Placement

- i. The Director or designate and principal are responsible for hiring school-based non-teaching support staff.
- ii. The recruitment, appointment, and placement procedures are to be determined by the Director of Education or designate in consultation with the principal.
- iii. Vacant positions are to be advertised as per Local agreements.
- iv. Staff members are to be employed under the conditions of the applicable contract with the division.

5. Caretaking and Maintenance

a. Role

- i. The caretaking and maintenance staff provide services to the Board, its schools, students, employees, and committees.
- ii. The role of caretaking and maintenance staff is paramount to maintaining healthy, safe, and pleasant working and learning environments. Each member of the caretaking and maintenance staff is to:
 - Perform those duties as assigned by the Caretaking or Maintenance Supervisor and principal.
 - To assist with other related responsibilities when requested by the principal, Caretaking or Maintenance Supervisor.
 - To ensure that school, office, and shop facilities are maintained appropriately for the health and safety of all students, staff, and community members using the facilities.

b. Recruiting and Placement

- i. The Facilities Planner or designate is responsible for hiring or contracting caretakers and maintenance staff.
- ii. The Facilities Planner, in consultation with the Superintendent of Human Resources or designate, is responsible for determining appropriate selection, appointment, and placement procedures.
- iii. Vacant positions are to be advertised as per Local agreements. Positions may be advertised externally when necessary.
- iv. Caretakers and maintenance staff are to be employed under the conditions of their applicable employment contract, or through a services contract where applicable.

6. Bus Drivers

a. Role

- i. The bus driver provides an important and essential service to the division, schools, and families.

ii. The bus driver's role in conveying students to and from school provides families safe access to school. Bus drivers are to:

- Perform those duties as assigned by the Conveyance Manager.
- Abide by the directives for drivers contained in the school division's *Bus Drivers Manual*.

b. Recruiting and Selection

- i. The Superintendent of Finance and Administration or designate is responsible for hiring or contracting bus drivers.
- ii. The Conveyance Manager in consultation with the Superintendent Human Resources or designate is responsible for determining appropriate recruiting and selection procedures.
- iii. Vacant positions are to be advertised as per Local agreements.
- iv. Bus drivers are to be employed under the conditions of the applicable employment contract with the division, or through a services contract.

7. Criminal Records Check

a. An original, current (within six months) criminal records check, including a vulnerable sector check, is required from:

- Any applicant being recommended for employment with Prairie Spirit School Division.
- Any person who is a non-parent and is acting as a volunteer for school sponsored activities in Prairie Spirit School Division.
- Any person acting as a volunteer for school sponsored activities that have direct or sole responsibility for providing supervision of students.
- Any person acting as a volunteer for school sponsored overnight activities.
- Any student teachers and interns placed in Prairie Spirit schools as part of their program.

Parent volunteers (including grandparents or legal guardians) who are providing services under the direct supervision of a Prairie Spirit employee do not require a

criminal records check. Parent, grandparent and legal guardian volunteers may be asked to provide personal references from known members of the community or, in lieu of meeting these requirements, may be required to provide a criminal record check.

- b. The criminal records check as it pertains to recommendations for suitability of employment, or voluntarism includes:
 - All criminal convictions, under *The Criminal Code of Canada*, *The Narcotics Control Act*, *The Controlled Drug and Substances Act, 1996*, and *The Food and Drugs Act, 1985*. Conviction means the final judgment on a verdict or a finding of guilty, or a plea of guilty. Conviction does not include a final judgment which has been reversed, set aside, or otherwise rendered invalid.
 - A search of the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if the applicant has been convicted of, and has been granted a pardon for, any of the offences that are listed in the schedule to the *Criminal Records Act*. Failure to cooperate in providing a criminal records check, or submission of an inaccurate, false, misleading, or incomplete criminal records check, constitutes grounds for termination of employment, refusal to offer employment, or withdrawal of any offer of employment, or voluntarism.
- c. Applicants may attach a statement of explanation to the criminal records check submitted outlining relevant circumstances.
- d. In situations where the applicant has submitted the original criminal records search form completed by the local city police, Corman Park police or the RCMP, which indicates that a request for a criminal records search by fingerprints has been made and the applicant has provided satisfactory explanation of the need for the fingerprint verification, an extension of time may be granted.

- e. Criminal records checks submitted, which include conviction will be assessed by the Director or designate taking into consideration matters such as:
- The nature and particulars of the criminal conviction;
 - The age of the individual when the events in question occurred;
 - Any extenuating circumstances as provided by the applicant;
 - The time that has elapsed between the conviction and the employment application, and the activities of the individual during that interim period;
 - The rehabilitative measures undertaken by the individual since the conviction and the commitment the individual has to rehabilitation and to refraining from criminal activities and,
 - The relationship of the conviction to the position for which the person is applying.
- f. Any appeal of the decision of the Director or designate is to be made in writing to the Director within fifteen days of the notification of the termination of employment or voluntarism, the refusal to offer employment, or the withdrawal of any offer of employment.
- g. Results of the criminal records check are to be kept in the employee's personnel file.
- h. The applicant is responsible for any costs associated with the obtaining of the criminal records check.
- i. Any employee who receives a pardon, or who is successful in having a criminal conviction record expunged, may submit a new criminal records check. In such cases, the previously submitted criminal records check is to be returned to the employee upon request.
- j. The following question and statement are to be included on all application forms utilized for the recruitment of staff:

Have you ever been convicted of an offence or do you currently have any charges pending under *The Criminal Code of Canada, The Narcotics Control Act, The Controlled Drug and Substances Act, 1996 or The Food and Drugs Act, 1985?*

_____ Yes _____ No

If yes, please indicate the nature of the offence(s), the date(s), and place(s) of the sentence(s) imposed (if applicable).

I will provide the results of a criminal records check which includes a vulnerable sector check.

Signature:

- k. In situations where the applicant has submitted the original criminal records search form completed by the local city police, Corman Park police or the RCMP, which indicates that a request for a criminal records search by fingerprints has been made, and that the applicant has provided satisfactory explanation of the need for the fingerprint verification, a placement may be made prior to verification of the results of the fingerprint analysis.
- l. Should the finger print analysis contradict the employee explanation this would constitute grounds for disciplinary action, up to and including termination of employment in accordance with the provisions of the employee's contract of employment, or refusal of permission to act as a volunteer for school sponsored activities.
- m. The results of the criminal records search are to be submitted before any placement of employment or volunteerism.

8. Reporting Criminal Charges

- a. All employees of Prairie Spirit School Division and all persons who have been required to provide a criminal records check are required to sign a statement indicating that they have received a copy of these procedures and that they understand their provisions.
- b. No later than two working days after having been charged with an offense, any person referenced in this procedural statement is to inform orally, and subsequently in writing, the Director of Education of all charges laid.
- c. A submission outlining relevant circumstances may be attached by the person to the written information.
- d. Upon receipt of the information, the Director or designate is to investigate the circumstances.
- e. Failure to disclose charges, provide a written statement, or submission of inaccurate, false, or misleading statements, constitutes grounds for disciplinary action, up to and including termination of employment, in accordance with the provisions of the employee's contract of employment, or refusal of permission to act as a volunteer for school sponsored activities.
- f. Subject to the provisions of *The Education Act, 1995* and the provisions of the relevant collective agreement or contract of employment, the Board may, in its discretion, transfer, reassign, or terminate the employment of an employee who is not in compliance with the provisions of the procedures of this policy.
- g. Any action taken by the Board with respect to an employee is to be conveyed to the employee in writing, a copy of which is to be placed in the employee's personnel file.
- h. Any appeal of the decision of the Board is to be made in accordance with the provisions of the employee's collective agreement, or where no collective agreement applies, within fifteen days of notification of the Board's decision.
- i. If, at the conclusion of all proceedings, a criminal records check confirms no conviction(s) resulting from the incident giving rise to the original charge(s), any documentation

which has been placed in the employee's personnel file related to the charge(s) for which discipline has not been effected is, at the request of the employee, to be removed and destroyed.

- j. Notwithstanding any of the above regulations, an employee may, at any time, seek legal advice or counsel from his/her employee group or from independent sources at the employee's expense. Should the employee so wish, he or she may be accompanied or represented by a representative of the employee or the appropriate employee group at any and all meetings that the employee attends regarding the process.

9. *Substitute and Casual Staff*

- a. Teachers may be offered employment as substitutes based on requirements of the schools, on a day-to-day basis:
 - i. Recommended applicants are placed on a substitute teacher list which is prepared by the Superintendent of Human Resources or designate.
 - ii. All substitute teachers must hold a valid teaching certificate.
 - iii. Principals are required to report the engagement of substitute teachers as directed by the Superintendent of Finance and Administration.
 - iv. Principals are to monitor and assess the performance of substitute teachers and communicate such information to the Superintendent of Human Resources or designate.
 - v. At the discretion of the principal, substitute teachers are to perform the duties of the teachers they are replacing.

- b. Support staff may be offered employment as casual staff based on requirements of the school division, on a day-to-day basis.
 - i. The Superintendent of Human Resources or designate is responsible for establishing a list of available casual support staff.
 - ii. The list will be prepared annually and revised as needed throughout the year.
 - iii. Principals are to monitor and assess the performance of casual support staff and communicate such

information to the Superintendent of Human Resources or designate.

- iv. Principals and immediate supervisors are to engage casual staff as directed by the Superintendent of Finance and Administration.

10. Teacher Exchange

- a. The Director of Education will approve a limited number of applications from division teachers wishing to exchange with teachers from other provinces or countries, as provided through the Ministry of Education program for teacher exchange.
- b. Applications should be prepared in consultation with the Superintendent of Human Resources or designate.

<http://www.education.gov.sk.ca/teacherexchange>

11. Interns and Field Experiences

- a. Teachers are to cooperate with the College of Education and the Faculty of Education in the placement of student teachers and interns in the schools of the division.
- b. Arrangements for placement are subject to the approval of the principal and the Superintendent Human Resources.
- c. Requests for placement by other colleges and post-secondary institutions are to be considered for acceptance and approval if satisfactory arrangements can be made.

12. Accreditation

- a. The Board endorses the accreditation of teachers in order to enhance the teaching-learning process.
- b. Accreditation of teachers is subject to the Department of Learning regulations as stated in [*Accreditation Initial and Renewal: Policies and Procedures*](#).

[Apply or Renew your Teaching Accreditation](#)
(www.saskathewan.ca)

- c. A teacher employed by Prairie Spirit School Division may be considered for accreditation after one year of successful teaching in the division.
- d. Teachers seeking to become accredited are to have completed a professional exchange seminar within one year prior to applying for accreditation status.
- e. Teachers are responsible for ensuring compliance with the [Accreditation Initial and Renewal: Policies and Procedures](#). The Director or designate will provide each school with notice of accredited status by May 31 of each year. Teachers are to ensure that they submit their applications for accreditation renewal to the principal no later than October 1 in the fifth year after accreditation.
- f. If a teacher is requested by the Board, or in consultation with in-school administration, is requested to become accredited or to renew accreditation, the costs of attendance at an accreditation seminar or accreditation renewal seminar will be covered by the school division.
- g. If a teacher opts to become accredited or renew accreditation, a portion of the costs are the responsibility of the division.



Declaration of Compliance and Understanding

I, being a(n):

Employee Substitute/Casual Intern/Student Teacher Volunteer

of/at Prairie Spirit School Division No. 206, have received and read a copy of the following policies:

- Administrative Policy No. 501, Sections 7 & 8 – Criminal Record Checks;
- Administrative Policy No. 505 – Harassment Prevention; and
- Administrative Policy No. 511 – Employee Acceptable Use

I understand the provisions provided and my responsibilities as stated in each policy.

For Prairie Spirit School Division Employees

I am aware that my name and photograph will be listed in the protected Prairie Spirit Staff Directory and that this data may be used to populate other protected Prairie Spirit databases in the future. This information is governed by Administrative Policy No. 511 – Employee Acceptable Use.

The Prairie Spirit employee communication expectation is that staff will check and respond to e-mail at least once every two (2) working days.

Date

Full Name (please print)

Signature

Please return the completed form to Prairie Spirit School Division.